



Town of Arlington Board of Selectmen

Meeting Agenda

September 26, 2016

7:15 PM

Selectmen's Chambers, 2nd Floor, Town Hall

1. For Approval: Amendment to Arlington Center Parking Proposal
Laura Wiener, Assistant Director of Planning & Community Development
2. Request: Vote(s) of the Board-To Determine The Useful Life of Equipment-And Proceed With Borrowing of \$27,128,794 As Authorized
Stephen J. Gilligan, Treasurer & Collector of Taxes

CONSENT AGENDA

3. Minutes of Meetings: July 18, 2016 (tabled from 8/22/16 and 9/12/16 meetings); August 22, 2016 (tabled from 9/12/16 meeting); September 12, 2016
4. For Approval: 2nd Annual Cho-Kor Peace Walk, Saturday, October 1, 2016 for the Drikung Meditation Center
David Tucker, Chair, 2016 Cho-Kor Peace Walk Committee at DMC
5. Reappointment: Arlington Cultural Council
Elisabeth Taylor (term to expire 10/31/2019)
6. Reappointments: Arlington Preservation Fund, Inc.
Amy Slade (term to expire 2/28/2018)
Dianne Schaefer (term to expire 9/30/2018)
Andrew Fischer (term to expire 2/28/2019)
John L. Worden III (term to expire 7/31/2019)
7. Reappointment: Cemetery Commission
Michele Hassler (term to expire 6/30/2019)
8. Request: Special (One Day) Beer & Wine License, 10/01/16 @ Robbins Memorial Town Hall for a Private Event
Eileen Marino
9. Request: Special (One Day) Beer & Wine License, 10/1/16 @ Whittemore Robbins House for a Private Event
Raina Chrobak and Chris Yee
10. Request: Special (One Day) Beer & Wine License, 10/8/16 @ Robbins Memorial Town Hall for a Private Event
Stephanie Pixley

11. Request: Special (One Day) All Alcohol License, 10/8/16 @ Whittemore Robbins House for a Private Event
Paul Cusack
12. Request: Special (One Day) Beer & Wine License, 10/9/16 @ Robbins Memorial Town Hall for a Private Event
Jodi Rosenblatt and Gregory Rachins
13. Request: Special (One Day) All Alcohol License, 10/9/16 @ Whittemore Robbins House for a Private Event
Maren Swanson and Randy Armstrong
14. Request: Special (One Day) Beer & Wine License, 10/15/16 @ Robbins Memorial Town Hall for a Private Event
Katrina Shroeder
15. Request: Contractor/Drainlayer License
G & R Construction, 253 Centre Street, Quincy, MA
16. Request: Contractor/Drainlayer License
Catalano Builders, Inc., 31 Arnold Street, Needham, MA
17. Appointments of New Election Workers: (1) Betty Stone, 99 Harlow Street, D, Pct. 7

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

18. Report: Community Preservation Committee
 - a) Article 4 Appropriation/CPA - Jason Russell House
 - b) Article 5 Appropriation/CPA - Old Schwamb Mill
19. Establishment of Arlington Heights Beautification Gift Account
Jim Feeney, Assistant Town Manager
Claudine Swartz, Support Arlington Heights
20. Arlington Public Art Presentation
Adria Arch
21. ADA Parking Space Proposal
Jim Feeney, Assistant Town Manager

WARRANT ARTICLE HEARINGS

Articles for Review:

- Article 6 Bylaw Amendment/Vacant Storefront Maintenance Registry
- Article 7 Acceptance of Legislation/ Use of Parking Meter Revenue Without Appropriation
- Article 8 Acceptance of Legislation/Local Speed Limits
- Article 9 Acceptance of Legislation/ Local Speed Safety Zones
- Article 11 Zoning Bylaw Amendment/Medical Marijuana Treatment Centers,
Registered Marijuana Dispensaries Siting 500 Feet From Sschools,
and Not Within the Same Building as Early Education Programs

CORRESPONDENCE RECEIVED

Request for Parking Time-Limit Change on Broadway and Concern re Installation of Parking Meters

Emily Hammond, 284 Broadway, Owner, Ready, Set, Kids!

Reverse Signage Change on Lake Street Side Streets

Susan Brogan, 170 Lake Street

Request: Memorial Plaque for Howard Sessler

Jack Johnston, 28 Wachusett Avenue

NEW BUSINESS

EXECUTIVE SESSION

Next Scheduled Meeting of BoS October 17, 2016.



Town of Arlington, Massachusetts

For Approval: Amendment to Arlington Center Parking Proposal

Summary:

Laura Wiener, Assistant Director of Planning & Community Development

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	BoS_memo_amending_Parking_Plan_9-20-16.pdf	Memorandum to Board
▣ Reference Material	Arlington_Ctr._Pkg._Study_recommendations.pdf	Map



Town of Arlington

Adam W. Chapdelaine
Town Manager
Diane M. Mahon, Chair
Board of Selectmen

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3020

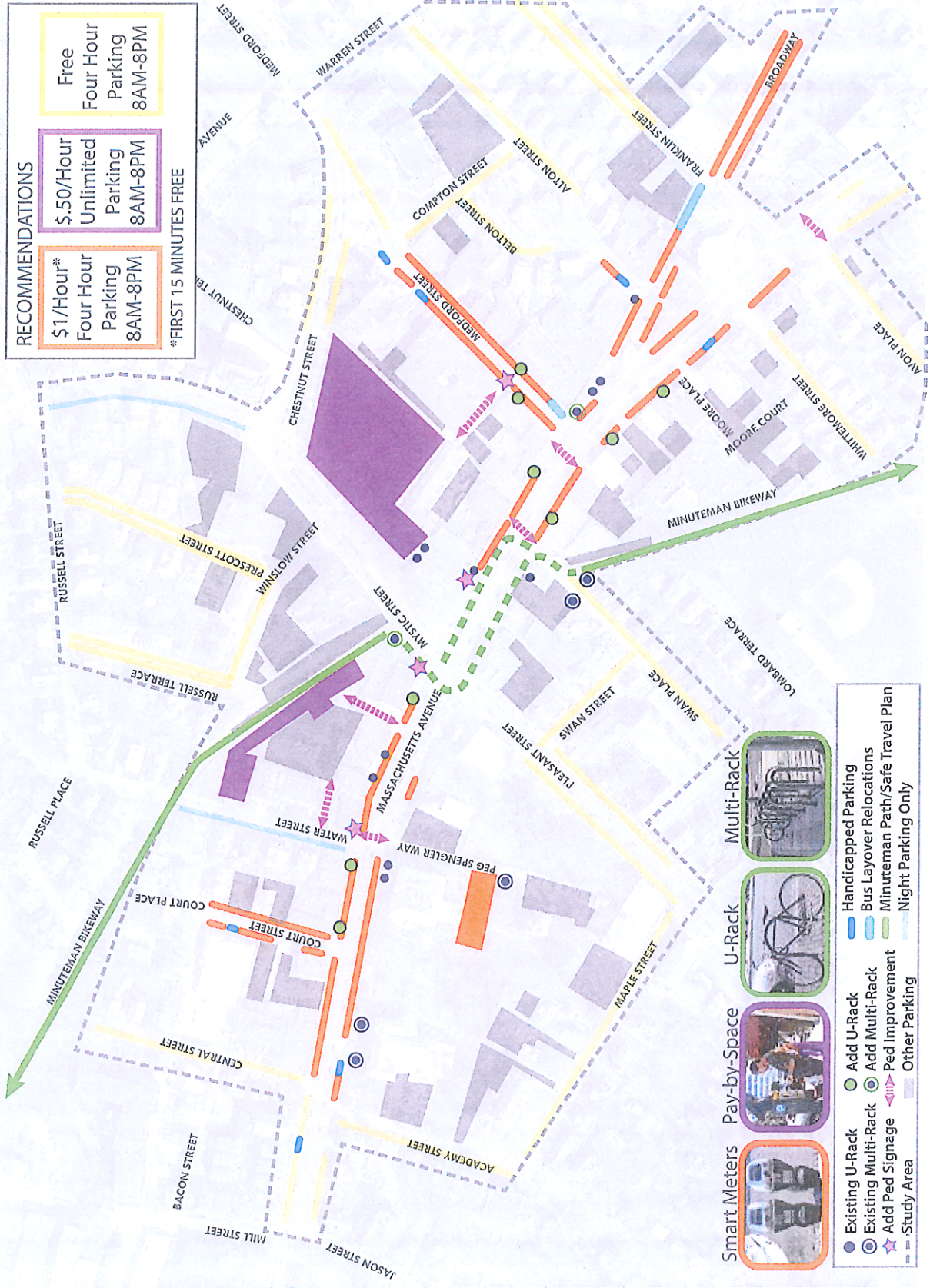
To: Selectmen
From: Parking Implementation and Governance Committee
RE: Change in coverage area for Single Space Meters
Date: September 20, 2016

At the Board's April 7, 2014 meeting the Arlington Center Parking Management Study was adopted by the Selectmen. Many of its recommendations have been implemented, including replacement of the multi-space meters in the Town's public parking lots, modification of the Town's parking permit system to be more flexible, as well as changes to the taxi stands. The next major change will occur this October—installation of single space meters in Arlington Center and the Library parking lot. This will include painting of spaces in some areas that do not have this already, and new signage allowing four hour parking.

In the process of walking the area with the meter installer, it was noticed that the Nelson-Nygaard parking plan recommended parking meter installation on Broadway between Franklin Street and Webster Street. While there are businesses right on the corner of Broadway and Franklin, most of that block is residential. We would like to recommend that this block not be metered, but spaces painted to allow meters in the future. In addition, we noticed that the study did not recommend metering between Academy Street/Central Street and Jason Street. This area is mostly commercial and institutional. We would like to recommend that this block be metered. As this is a change from the plan that you adopted, we request that you adopt this amendment to the Plan.

Please let us know if we can provide you with any further information.

SUMMARY OF RECOMMENDATIONS





Town of Arlington, Massachusetts

Request: Vote(s) of the Board-To Determine The Useful Life of Equipment-And Proceed With Borrowing of \$27,128,794 As Authorized

Summary:

Stephen J. Gilligan, Treasurer & Collector of Taxes

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	VOTE_Useful_Life_of_Equip_Sep26_2016__(1).docx	Vote Useful Life of Equip
▢ Reference Material	Memo_Sep22_2016_toSLCTMN_RequestVoteUsefulLife_and_Proceed.doc	Memo Request Vote of the Board
▢ Reference Material	Copy_of_ARL_Cap_Projects_FY2017_Borrowing_Sep22_2016.xls	Capital Projects FY'17 Borrowing

VOTE OF THE SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Arlington, Massachusetts, certify that at a meeting of the Board held on Monday the Twenty-Sixth Day of September, 2016 of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with a portion of the proceeds of the borrowing authorized by the vote of the Town passed May 16, 2016 (Article 36) is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Ladder 1 #1009 Tower Unit	\$1,200,000	15 Years
Gateway Project Phase 2 & 3	\$20,000	7 Years
1 ton Truck	\$45,000	7 Years
1 ton Dump Truck	\$65,000	7 Years
1 ton Dump Truck with Plow/Sander	\$ 65,000	7 Years
1 ton Utility Truck with gate lift	\$ 47,000	7 Years
4WD Truck with Sander	\$162,000	7 Years
4WD Truck with Sander and Dump Body	\$175,000	7 Years
Sander Body	\$ 17,000	7 Years
School Bus #106	\$ 95,000	7 Years
Snow Cat	\$ 125,000	7 Years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: September 26, 2016

Marie A. Krepelka
Clerk of the Board of Selectmen



Office of the Treasurer & Collector of Taxes

***Town of Arlington, Massachusetts
730 Massachusetts Avenue
Arlington, MA 02476***

***Telephone Number: 781-316-3031
Facsimile Telephone: 781-316-3039***

**Stephen J. Gilligan
Treasurer & Collector of Taxes**

MEMORANDUM

To: Board of Selectmen:
Ms. Diane M. Mahon, Chairman
Mr. Daniel J. Dunn, Vice Chairman
Mr. Stephen Byrne
Mr. Joseph Curro
Mr. Kevin F. Greeley

Cc: Adam W. Chapdelaine, Town Manager

From: Stephen J. Gilligan, Treasurer & Collector of Taxes *Stephen J. Gilligan*

Date: September 22, 2016

Re: Request Vote(s) of The Board – To Determine The Useful Life Of Equipment – And Proceed With Borrowing Of \$27,128,794 As Authorized.

This memorandum requests a vote of the Board of Selectmen to Vote to Determine the Useful Life of certain Capital Equipment which is included in the upcoming borrowing of funds as General Obligation Bonds of \$4,824,794 authorized by the 2016 Annual Town Meeting.,

Massachusetts General Laws Chapter 44, Section 7(9) enables borrowing for equipment for a term of up to five years by default, or up to 20 years, but not to exceed the useful life of the equipment as determined by the Board of Selectmen. The request for the Vote is:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with a portion of the proceeds of the borrowing authorized by the vote of the Town passed May 16, 2016 (Article 36) is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

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Determining the useful life of equipment enables the Town to borrow funds at a term near the life expectancy of the equipment, and provide favorable debt service payments for the equipment.

The official vote appears below.

The total appropriation(s) authorized by vote of the 2016 Annual Town Meeting under Warrant Article #36(3) for Capital Projects is \$ 4,820,794. Details of the General Obligation Bonds to be issued follow:

Capital Project Totals:

- \$ 4,820,794 of Capital Projects appropriated by vote under Article 36(3) of the 2016 Annual Town Meeting (ATM), for the following categories:
 - \$1,200,000 Community Safety
 - \$ 87,000 Comptroller
 - \$ 919,000 Information Technology
 - \$ 32,000 Library
 - \$ 20,000 Planning & Community Development
 - \$2,041,000 Public Works
 - \$ 50,000 Recreation Department
 - \$ 90,000 Redevelopment Board
 - \$ 381,794 School Capital Projects

A chart accompanies this memorandum detailing each project with authorization amount, borrowing amount, start and completion dates, spending schedule, and the recommended vote to determine useful life as requested of the Board.

In addition, the Town will be permanently financing previously issued Bond Anticipation Notes (BANs) of:

- \$6,000,000, (partial funding) authorized by Vote of Town Meeting under Article 2, and Article 3 of the January 2016 Special Town Meeting, for the purposes(s) of construction of Modular Classrooms, and
- \$9,232,000 previously authorized by the 2015 Annual Town Meeting:
 - Community Safety Building \$7,647,000
 - Peirce School Field Renovations \$ 500,000
 - Stratton School Improvements \$1,085,000

\$3,966,000 remaining from the authorized Vote of Town Meeting under Article 2, and Article 3 of the January 2016 Special Town Meeting, for the purposes(s) of construction of Modular Classrooms, is a portion of the total amount to be borrowed.

Appropriations authorized by the 2016 Annual Town Meeting for Water Facilities and Sewer Facilities projects under Warrant Article No. 41 & Warrant Article No. 42, are eligible for grants and/or loans from the M.W.R.A., potentially eliminating borrowing costs for those projects. Borrowing for these authorizations will not occur at this time.

The eligible projects are:

- \$ 800,000 Sewer Facilities: Art. 41 – 2016 ATM
- \$1,100,000 Water Facilities: Art. 42 – 2016 ATM

Application(s) for funding via zero-interest loans to the M.W.R.A. is in process by the Department of Public Works. The Office of the Treasurer is prepared to expedite any borrowing for projects currently anticipating other funding, should the need arise.

The Board's consideration is appreciated.

Thank you.

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VOTE OF THE SELECTMEN

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I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: September 26, 2016

Marie A. Krepelka
Clerk of the Board of Selectmen



Town of Arlington, Massachusetts

Minutes of Meetings: July 18, 2016 (tabled from 8/22/16 and 9/12/16 meetings); August 22, 2016 (tabled from 9/12/16 meeting); September 12, 2016

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	7.18.16_draft_minutes.docx	Draft Minutes 7.18.16
▣ Reference Material	8.22.16_draft_minutes.docx	Draft Minutes 8.22.16
▣ Reference Material	9.12.16_draft_minutes.docx	Draft Minutes 9.12.16

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, July 18, 2016
7:15 PM

Present: Mr. Dunn, Vice Chair, Mr. Byrne, and Mr. Curro.
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka.
Absent: Mrs. Mahon, Chair, and Mr. Greeley.

PROCLAMATIONS

1. Proclamation/Presentation: Arlington Soap Box Derby
Cary Conrad

Mr. Dunn read Proclamation and the Board congratulated the Arlington, MA Soap Box Derby Participants as they defend their World Champion Title.

CONSENT AGENDA

2. Minutes of Meetings: June 20, 2016
3. Reappointment: Community Preservation Committee
Clarissa Rowe
(term to expire 6/30/2018)
4. Reappointment: Poet Laureate
Miriam Levine
(term to expire 7/18/2017)
5. Request: Special (One Day) Beer & Wine License, 8/7/16 @ Whittemore Robbins House
for "Summer Soiree at Whittemore Robbins House"
Paul McGaffigan, Cyrus E. Dallin Art Museum, Inc.
6. For Approval: Arlington International Film Festival Banners
April Ranck, Executive Director, AIFF

Mr. Byrne moved approval.

SO VOTED (3-0)

APPOINTMENTS

7. Open Space Committee
Brian Kelder (term to expire 6/30/2019)

Mr. Byrne moved approval.

SO VOTED (3-0)

8. Arlington Preservation Fund (ARB designee)
Jennifer Raitt, Director of Planning and Community Development
(term to expire 7/31/2019)
Mr. Curro moved approval. SO VOTED (3-0)
9. Appointments: Zoning Recodification Working Group and Residential Study Committee
Adam W. Chapdelaine, Town Manager
Mr. Byrne moved approval of the At-large, Zoning Recodification Working Group appointment
of Nancy Flynn-Barvik. SO VOTED (3-0)
- Mr. Curro moved approval of the following Residential Study Group as follows:
Real Estate Industry – Bill Copithorne
Development/Construction Industry – Jonathan Nyberg
- At-large Members: Wynelle Evans
Pasi Miettinen
Elizabeth Pyle
Steve McKenna
- SO VOTED (3-0)

LICENSES & PERMITS

10. Request: Common Victualler License
Nina Trattoria & Pizzeria, 1510 Massachusetts Avenue
Angelo Carbin
Mr. Byrne moved approval subject to all conditions as set forth. SO VOTED (3-0)
11. Request: Food Vendor License
The Local Fare, 2 Lake Street
Caroline Huffstetler/ Michelle Wax/ Rita Ng
Mr. Curro moved approval subject to all conditions as set forth. SO VOTED (3-0)
12. Request: Sidewalk Cafe Permit
Commune Kitchen, 203A Broadway
Richard Niedzwiecki
Mr. Byrne moved approval subject to all conditions as set forth. SO VOTED (3-0)
13. Approval: Sidewalk Cafe Policy Update
Douglas W. Heim, Town Counsel
Mr. Curro moved to table until the August 22nd meeting. SO VOTED (3-0)
14. Approval: Caterers' License
Douglas W. Heim, Town Counsel
Mr. Curro moved approval. SO VOTED (3-0)

CITIZENS OPEN FORUM

Robert Ziemer, 113 Irving Street, appeared before the Selectmen regarding the ongoing excavation work at 108 Irving Street. He thanked the Board of Health for all their work in monitoring the situation. Mr. Chapdelaine stated the Board of Health will be enforcing the Noise Bylaw.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

15. For Approval: Red Maple Tree Removal @ 58 Richfield Road

Cynthia Johnston, 58 Richfield Road

Ms. Johnston did not appear before the Board due to prior commitment.

Mr. Dunn asked that Mrs. Krepelka ask Ms. Johnston for a picture of the tree to be removed and submit said request for the Board's meeting on Monday, August 22nd.

Mr. Byrne moved approval.

SO VOTED (3-0)

16. Request: One Space On Street Overnight Parking @ 35 Addison Street

Dorothy Louise

Ms. Louise did not appear before the Board due to a prior commitment.

Mr. Byrne moved to table.

SO VOTED (3-0)

17. Presentation and Approval: Handicap Parking Space Project

Darcy Devney and Cynthia DeAngelis, Commission on Disabilities

Ms. Devney and Ms. DeAngelis presented their power point presentation showing many months of outreach to the businesses and residents.

The Board thanked them for their excellent presentation and all their time and effort put into this presentation.

The Town Manager stated he would like more feedback from the public before the Board approves a plan to double the Town's handicap parking spaces.

Mr. Dunn stated that over-communication is far more successful than doing essentially the minimum. He would like to make a more successful project and feels more communication is warranted.

Town Manager Chapdelaine stated he feels they did an amazing outreach but would like the Board to allow him to do an e-mail blast and get it out to the media for businesses and residents to look at the map that's been presented. He feels a two week period would be sufficient and he would report back to the Selectmen at their August meeting.

Mr. Byrne moved receipt of report.

SO VOTED 3-0)

18. Request: Bus Stop Relocation @ 134 Massachusetts Avenue

Peter Boretos, The Arlington Diner and Restaurant

Nickolas Boretos, son of the owner of the Arlington Diner and Restaurant appeared before the Board requesting that the Town consider relocating the bus stop that is now in front of the diner. He stated that the bus stop in its present location has a negative impact on their business. He stated the spaces across the street are limited to only 15 or 30 minutes which is another factor limiting his patron's options for parking.

Mr. Chapdelaine stated the decision was made to move the bus stop after many discussions with the planners of the Mass Avenue Corridor Project.

Mr. Curro and Mr. Byrne asked that this request be referred to Officer Corey Rateau and the Planning Dept. for review and recommendations.

Mr. Byrne moved approval.

SO VOTED (3-0)

19. Arlington Housing Production

Department of Planning and Community Development

Mr. Byrne moved to adopt the Arlington Housing Production Plan.

SO VOTED (3-0)

He stated that this is an important document moving forward as to what we will look like in the future.

20. Vote: Approval of Community Choice Aggregation Plan

Adam W. Chapdelaine, Town Manager

Mr. Curro moved to approve the Community Choice Aggregation Plan as presented by Town Manager Chapdelaine.

SO VOTED (3-0)

21. Discussion: Homeless Study Commission

Douglas W. Heim, Town Counsel

Town Counsel Heim presented a proposal for the new group designed to study homelessness in Arlington. The original proposal would have banned camping on public land in Arlington.

Town Counsel Heim recommended the Board vote to create a Task Force.

Mr. Steven Revilak, 111 Sunnyside Avenue, voiced concerns regarding the previous bylaw at the February 10th meeting of the Board. Tonight he stated he really appreciated the Board deciding to form the task force to study this issue. He realizes it is a sensitive issue, but is glad the Town is making an effort to do the right thing.

Mr. Byrne moved approval to form said task force.

SO VOTED (3-0)

Mr. Dunn and Mr. Curro thanked Town Counsel Heim for his work and applauded the process.

After all members are appointed, the group is expected to study the issues and make recommendations to the Town Manager to bring a proposal to Town Meeting in 2017. Said group to be dissolved on the completion of the Annual Town Meeting 2017. The task force group will be Chaired by Jennifer Raitt, Planning Director or her designee and the Chair will work with Town Manager Chapdelaine.

CORRESPONDENCE RECEIVED

Parking on Acton Street

Christine Hagg, 15 Acton Street

Mr. Curro asked that Ms. Hagg's letter be referred to the Police Department for review and recommendations.

SO VOTED (3-0)

Request Memorial Naming of the ATED Visitor Center for Roland Chaput

Angela M. Olszewski, Chair, Arlington Committee on Tourism and Economic Development

Mr. Curro moved that Ms. Olszewski's letter be referred to the Public Memorial Committee.

SO VOTED (3-0)

Municipal Elections to the Boston Region Metropolitan Planning Organization

Paul Regan, Executive Director, MBTA Advisory Board

Marc Draisen, Executive Director, Metropolitan Area Planning Council

Mr. Curro moved that this request be referred to Town Manager Chapdelaine for review and recommendations.

SO VOTED (3-0)

Request for Action on Three Traffic Issues

Paul Schlichtman via e-mail

Mr. Curro moved that Mr. Schlichtman's letter be referred to Town Manager Chapdelaine for review and recommendations.

SO VOTED (3-0)

NEW BUSINESS

Town Counsel Heim thanked Attorney Edward Marlenga and Para Legal Peter Buckley for all their work the past month with litigation cases and the new laws regarding Public Record requests.

Town Manager Chapdelaine thanked the Board for attending the Manager's Goal Setting and Selectmen's Goal Setting Meeting this past Saturday. He feels it was a very productive session and always looks forward to said meeting.

Town Manager Chapdelaine reported the passing of Donald Boudreau, a longtime employee of the Arlington Council on Aging. A Funeral Mass will be held on Thursday at 9:00 a.m. at St. Agnes Church. Donald was a beloved van driver for many years.

Mr. Byrne stated he also enjoyed Saturday's Goal Setting Meeting and thought it was very productive.

Mr. Byrne thanked the Police Dept. for their response to the Mystic Street home that was sprayed with a pair of swastikas symbols on the garage doors. The Police Dept. and the Human Rights Commission are investigating this incident.

Mr. Curro acknowledged law enforcement throughout the country have been targeted with hate crimes, etc. and our department has stepped up to the plate in face of these terrible acts and he feels this is a credit to them. He thanked the residents for all their expressions of support and gratitude.

Mr. Curro stated he attended the Police Dept. training facility on July 13 with Chief Ryan and Sheriff Koutoujian. The Middlesex Sheriff's Office Mobile Training Center trailer was parked in front of the Police Dept. for the day. The facility helps officers train when to shoot and more importantly when not to shoot. Officer Hogan participated in the training session to de-escalate the situation.

Mr. Byrne moved to adjourn at 9:15 p.m.

SO VOTED (3-0)

A true record: Attest

Marie A. Krepelka
Board Administrator

Next Meeting of the BOS August 22, 2016

7/18/16

Agenda Item	Documents Used
1	Proclamation/Presentation - Arlington Soap Box Derby
2	Minutes of Meeting - June 20, 2016
3	Reappointment: Community Preservation Committee - Clarissa Rowe - 6-30 -2018
4	Reappointment - Poet Laureate - Miriam Levine - 7-18-2017
5	Request: Special One Day Beer & Wine License- Summer Soiree at Whittemore Robbins House - Cyrus E. Dallin Art Museum, Inc.
6	Approval - Arlington International Film Festival Banner
7	Appointment: Open Space Committee - Brian Kelder - 6-30-2019
8	Appointment: Arlington Preservation Fund (ARB designee) Jennifer Raitt, Director Of Planning and Community Development - 7-31-2019
9	Appointment: Zoning Recondification Working Group and Residential Study Committee: At-Large Zoning Recodification Working Group appointment Nancy Flynn-Barvik Real Estate Industry - William Copithorne, Development Construction Industry - Jonathan Nyberg, At-large Members: Wynelle Evans, Pasi Miettinen, Elizabeth Pyle and Steven McKenna
10	Request: Common Victualler License - Nina Trattoria & Pizzeria, 1510 Mass. Avenue
11	Request: Food Vendor License - The Local Fare, 2 Lake Street
12	Request: Sidewalk Cafe Permit - Commune Kitchen, 203A Broadway
13	Approval: Sidewalk Care Policy Update
14	Approval: Ceterers" License, Douglas W. Heim, Town Counsel
15	For Approval: Red Maple Tree Removal - 58 Richfield Road
16	Request: One Space On Street Overnight Parking at 35 Addison Street
17	Presentation and Approval: Handicap Parking Space Project
18	Request: Bus Stop Relocation at 134 Massachusetts Avenue
19	Arlington Housing Production - Dept. of Planning and Community Development
20	Vote: Approval of Community Choice Aggregation Plan, Adam Chapdelaine, Town Mgr.
21	Discussion Homeless Study Commission, Douglas Heim, Town counsel
Corr. Rec'vd	Parking on Acton Street Christine Hagg, 15 Acton Street Request Memorial Naming of the ATED Visitor Center for Roland Chaput Angela M. Olszewski, Chair, Arlington Committee on Tourism and Economic Development

	<p>Municipal Elections to the Boston Region Metropolitan Planning Organization Paul Regan, Executive Director, MBTA Advisory Board Marc Draisen, Executive Director, Metropolitan Area Planning Council</p> <p>Request for Action on Three Traffic Issues Paul Schlichtman via e-mail</p>
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TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, August 22, 2016
7:15 PM

Present: Mrs. Mahon, Chair, Mr. Dunn, Vice Chair, Mr. Greeley, and Mr. Curro.
Also Present: Mr. Chapdelaine, and Mrs. Krepelka.
Absent: Mr. Byrne and Mr. Heim

1. 2016 FY Overview
Richard Viscay, Comptroller

Mr. Viscay gave a brief overview of FY2016 from the Comptroller's Office and a summary of some of the goals and objectives of his office. The Comptroller's Office will be working on a set of formal policies and procedures to help clarify and simplify the day to day operations of the office. Some of the current initiatives that have been done or are currently under review are as follows:

1. Quarterly Reconciliations of Grant, Gift, and other Special Revenue Accounts
2. Travel and Reimbursement Policies and Procedures
3. Purchasing Card Policies and Procedures
4. Workflow Administration of Requisitions and Purchase Orders

It is a goal of the Comptroller's Office in FY2017 to begin to formalize and distribute policies and procedures for the above listed items, as well as regular standard operating procedures of the office. The hope is that these clearly written policies and procedures will help the Town and its employees to better understand how the Comptroller's Office operates, as well as to educate as to why it operates as such.

The Board thanked Mr. Viscay for his FY2016 Overview

Mr. Greeley moved receipt of report.

SO VOTED (4-0)

2. Vote: Recommended Pilot Program - Mary Street/Kelwyn Manor Traffic Concerns
Adam W. Chapdelaine, Town Manager
Jack Hurd, former member of the Board of Selectmen, spoke regarding the pilot signage program to address traffic concerns on Mary Street and Kelwyn Manor.
The Board of Selectmen unanimously approved a pilot project to place "Do Not Enter" signs at the intersections of Lake Street and Wilson Avenue, Lake Street and Littlejohn Street, and Lake Street and Homestead Road. Drivers would be barred from turning from Lake Street onto those roads between 7:00 a.m. and 9:00 a.m. and between 4:00 p.m. and 7:00 p.m.
The signs will be installed the week of September 12th and remain for six months, at which point their effectiveness will be reviewed for possible long-term implementation. The Arlington Police Department will send officers to conduct enforcement and will conduct traffic counts during pilot period.

In addition, the Arlington Police Department Officers responsible for traffic enforcement will be contacting the company responsible for the Waze app, a traffic and navigation app, to see what other solutions are possible. Town officials and residents of Kelwyn Manor and Mary Street partly blame the app for directing drivers down side streets.

Mr. Greeley stated that this is an example of the Town at its best in his opinion. He also stated that this has got to be, in his 27 years as a member of the Board, the 10th time discussing changes on Lake Street.

Andy Jacob, 2 Elliot Road and Sarah Harris, 83 Mary Street praised the proposal saying they counted between 250 and 350 cars per day roaring through their neighborhood. Andy Jacobs stated he thinks it's an excellent idea and a good start to alleviate traffic issues.

Mr. Dunn moved approval.

SO VOTED (4-0)

CONSENT AGENDA

3. Minutes of Meetings: July 18, 2016

Mr. Greeley moved to table until 9/12/16 until Mr. Byrne is present.

SO VOTED (4-0)

4. Request: Parking Restriction Waivers on Tufts and Foster Streets, 2016 - 2017 School Year

Deanne Benson, Head of Lesley School

5. For Approval: 'Running with Friends 5K' Signs and Timing of Sign Posting
Ken Greenly, President, Arlington Friends of the Council on Aging

6. Request: Special (One Day) Beer & Wine License, 9/10/16 @ Robbins Memorial Town Hall Auditorium for a Private Wedding
Jennifer Freedson, Chive Events

7. Request: Special (One Day) Beer & Wine License, 9/17/16, for 3rd Annual Moonlight Beach Party @ Arlington Reservoir Beach
Jim Feeney, Interim Director of Recreation

8. Request: Special (One Day) Beer & Wine License, 9/30/16 @ Smith Museum for Arlington Historical Society Wine Reception
George Parsons, Arlington Historical Society

9. Request: Contractor/Drainlayer License
Dowling Corporation, 713 Dedham Street, Wrentham, MA

10. Appointments of New Election Workers: (1) Jo-Martha Glushko, 619 Summer Street, D, Pct. 19

Mr. Dunn moved approval.

SO VOTED (4-0)

LICENSES & PERMITS

11. Request: Common Victualler and All Alcohol Licenses
W & C Restaurant Corp., d/b/a Duet, 190-192 Massachusetts Avenue
Cyrille A. Couet and Wayne A. Duprey

According to Attorney John Leone, Chef Cyrille Couet and Manager Wayne Duprey are planning to serve French-influenced, European style food. Mr. Couet, an Arlington resident, is the current executive chef at Boston University's Questrom School of Business and has been a senior chef at several hotels and restaurants in New England including Boston's Miel Restaurant and Intercontinental Hotel and Block Island's Manisses Hotel. Mr. Duprey is the current Assistant Director of Food and Beverage at the Four Seasons Resort at Kailua, Hawaii. Prior to that he had managed restaurants and bars at hotels in Beijing, London and Boston.

Mr. Greeley stated he is very excited about their opening and wished them well.

Mr. Dunn and Mrs. Mahon both advised them regarding our strict Alcohol Service Policy.

Mr. Curro moved approval.

SO VOTED (4-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

No one appeared before the Board for Citizens Open Forum.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

12. For Approval: Red Maple Tree Removal @ 58 Richfield Road
Cynthia Johnston, 58 Richfield Road
(tabled from 7/18/16 meeting)

Mr. Rademacher, Director of Public Works, supported Ms. Johnson's request and stated that she would pay all expenses regarding the removal of said tree and would pay to have a new tree planted.

Mr. Dunn moved approval.

SO VOTED (4-0)

13. For Approval: Transportation Advisory Committee Recommendations:
a) Crosswalk on Warren Street @ Wyman Street and Beacon Street
Scott Smith, TAC Working Group Lead

Mr. Smith stated that at the TAC Meeting in July 2016, TAC voted unanimously to recommend that a crosswalk be added at Warren/Wyman/Beacon, on the northwest side of the intersection. It was also recommended that a "No Parking Here to Corner Sign" be installed facing Warren

Street Eastbound, 20 feet from the crosswalk, on the approach to Wyman Street. As part of installing the crosswalk, the DPW would install ADA compliant wheelchair ramps at the four corners.

Mr. Greeley moved approval.

SO VOTED (4-0)

(b) "No Parking from 7:AM - 9:00 AM" Sign @ 14 -16 Mill Street

Howard Muise, TAC Chair

Marjorie Moores, TAC

Mr. Muise stated that a resident had requested, through the Board of Selectmen, an investigation of on-street parking on Mill Street that may impede traffic flow during the morning peak hours. There are two (2) designated on-street parking spaces on the west side of Mill Street from the High Rock Church building. The spaces are signed for "One Hour Parking 9 AM – 7 PM". These parking spaces are immediately to the south of Mill Brook Drive. The inside lane is designated for a left turn only; the outside lane is a shared thru-right lane. The two southbound approach lanes on Mill Street extend back approximately to Mill Brook Drive. When vehicles are parked in the Mill Street spaces in front of the High Rock Church Building, one travel lane is blocked. As a result, vehicles queue into one southbound travel lane that extends back upstream towards Summer Street in the weekday morning commuter period.

TAC is recommending that parking should be prohibited between 7:00 AM and 9:00 AM weekdays for the two on-street spaces on southbound Mill Street in front of the High Rock Church building. This recommendation would not change the existing "One Hour Parking 9 AM – 7 PM" regulation.

Mr. Greeley moved approval.

SO VOTED (4-0)

14. For Approval: Abandonment of Easement at 54 Pleasant View Road and Spring Street

Douglas W. Heim, Town Counsel

Mr. Greeley moved approval.

SO VOTED (4-0)

15. Discussion: Future BoS Meetings

September 12, 2016

September 26, 2016

November 14, 2016

November 28, 2016

October 17, 2016

October 31, 2016

December 12, 2016

December 19, 2016* 6:00 p.m.

16. Vote: Special Town Meeting, October 12, 2016

Adam W. Chapdelaine, Town Manager

The Board voted to have the Special Town Meeting on October 19, 2016 due to a conflict with the Jewish Holiday Yom Kippur which is celebrated this year on October 12th.

Mr. Greeley moved approval.

SO VOTED (4-0)

17. For Approval: Opening of Special Town Meeting Warrant

The Selectmen voted to open the Warrant for a Special Town Meeting on Wednesday, September 7, 2016 at 8:00 a.m. and will remain open until 4:00 p.m.

Mr. Greeley moved approval seconded by Mr. Dunn.

SO VOTED (4-0)

CORRESPONDENCE RECEIVED

Arlington Historical Society Receives Preservation Grant
Stuart Brorson, President, Arlington Historical Society
Solution to Lake Street Traffic Problem at Bike Path
Richie Homs, 17 Marion Road
Request Traffic Pattern Change on Bow Street at Sunset Road
Eric Bourassa, 61 Sunset Road

Mr. Greeley moved approval of "Correspondence Received".

SO VOTED (4-0)

NEW BUSINESS

Mr. Chapdelaine stated he has appointed James Feeney, Interim Parks and Recreation Director, as the new Assistant Town Manager starting September 12th. Jim has previously served as Arlington's Health Compliance Officer. Mr. Chapdelaine stated one role Mr. Feeney will be doing is working with citizens to respond to day-to-day concerns and issues.

Mr. Chapdelaine announced that he had appointed Jonathan Marshall, former Natick Parks and Recreation Commissioner, as the Town of Arlington's new Parks and Recreation Commissioner. Mr. Chapdelaine feels he will be an asset to our community.

Mr. Chapdelaine stated that the House and Senate have each passed versions of the wide-ranging Municipal Modernization Bill that was filed by Governor Baker and Lt. Governor Polito last year. The Senate approved a compromise amendment granting municipalities the authority to assign fees to utility companies that leave double poles in place for more than 30 days and rejected several amendments that would have limited local control of liquor licenses. Warrant Articles could involve parking revenue collection and speed limit alterations.

Mr. Chapdelaine asked to have the letter from Superintendent Bodie regarding Purcell Road put on the Board of Selectmen's Agenda for the September 12th meeting.

Mr. Greeley stated he was sending out his warmest and best get well wishes to Senator Kenneth Donnelly.

Mr. Curro commended Jeff Chunglo, Director of Veterans' Services, and the Arlington Police and Fire Honor Guard for a wonderful tribute to the family of the late Cpl. Ronald M. Sparks, a 20 year old Cambridge resident who died in a POW Camp in North Korea in February, 1951.

Mr. Dunn stated that all Arlington residents should vote or vote absentee ballot regarding the September 20th ballot question about the Minutemen High School Building Project. Residents may go to www.minuteman.org for more information.

Mrs. Mahon thanked Dave Good and ACMI for installing the flat screen monitor and controls in the Selectmen's Office.

Mrs. Mahon asked the Town Manager if he could speak to the Police Dept. regarding the gentleman that is standing in the middle of Mill Street at the Bike Path and Water Street (at Bike Path) directing traffic during morning rush hours (between 7:15 a.m. and 8:00 a.m.). She is concerned for his safety.

Mrs. Mahon stated that the 25th Annual Putnam County Spelling Bee will be held at the Arlington Friends of Drama on Saturdays – Sept. 10th through Sept. 24th - at 4:00 p.m. and on Sundays - Sept. 11 through Sept. 25th. Tickets are \$25.00. Mrs. Mahon is asking for some of her colleagues to join her.

Mr. Curro moved to adjourn at 9:00 p.m.

SO VOTED (4-0)

A true record: Attest

Marie A. Krepelka
Board Administrator

Next Meeting of the BOS September 12, 2016

8/22/16

Agenda Item	Documents Used
1	2016FY Overview - Richard Viscay, Comptroller
2	Vote: Recommended Pilot Program-Mary Street/Kelwyn Manor Traffic Concerns Adam W. Chapdelaine, Town Manager
3	Minutes of Meetings: July 18, 2016
4	Request: Parking Restriction Waivers on Tufts and Foster Streets, 2016 -2017 School Year - Deanne Benson, Head of Lesley School
5	For Approval: "Running with Friends 5K" Signs and Timing of Sign Posting
6	Request: Special (One Day) Beer & Wine License, 9/10/16 @ Robbins Memorial Town Hall Auditorium for a Private Wedding - Jennifer Freedson, Chive Events
7	Request: Special (One Day) Beer & Wine License 9/17/16, for 3rd Annual Moonlight Beach Party @ Arlington Reservoir Beach, Jim Feeney, Interim Director of Parks & Recreation
8	Request: Special (One Day) Beer & Wine License, 9/30/16 @ Smith Museum for Arlington Historical Society Wine Reception, George Parson, Arl. Historical Society
9	Request: Contractor/Drainlayer License, Dowling Corp. 713 Dedham St., Wrentham, MA
10	Appointments of New Elections Works: (1) Jo-Martha Glushko, 619 Summer St., D.

	Prc.19
11	Request: Common Victualler and All Alcohol Licenses W & C Restaurant Corp., d/b/a Duet, 190-192 Mass. Ave., Cyrille A. Couet and Wayne A. Duprey
12	For Approval: Red Maple Tree Removal @ 58 Richfield Road, Cynthia Johnson, 58 Richfield Road, (tabled from 7/18/16 meeting)
13	For Approval: Transportation Advisory Committee Recommendations: a) Crosswalk on Warren Street @ Wyman Street and Beacon Street b) "No Parking from 7: 00 a.m. - 9:00" Sign @ 14-16 Mill Street
14	For Approval: Abandonment of Easement at 54 Pleasant View Road and Spring Street
15	Discussion: Future Board of Selectmen Meetings
16	Vote: Special Town Meeting October 12, 2016
17	For Approval: Opening of Special Town Meeting Warrant
Corr. Rec'vd	Arlington Historical Society Receives Preservation Grant Stuart Brorson, President, Arlington Historical Society Solution to Lake Street Traffic Problem at Bike Path, Richie Homs, 17 Marion Road Request Traffic Pattern Change on Bow Street at Sunset Road Eric Bourassa, 61 Sunset Road

TOWN OF ARLINGTON
BOARD OF SELECTMEN

Meeting Minutes
Monday, September 12, 2016
7:15 PM

Present: Mr. Dunn, Vice Chair, Mr. Byrne, and Mr. Curro.
Also Present: Mr. Chapdelaine, Mr. Heim, and Mrs. Krepelka.
Absent: Mrs. Mahon, Chair and Mr. Greeley.

FOR APPROVAL

1. RCN Cable Television License Renewal
Douglas W. Heim, Town Counsel

John Maher, Chairman of the Cable Advisory Committee stated that RCN engaged in good faith negotiations pursuant to Section 626 (h) of the Cable Act and did agree thereto on terms and provisions for RCN's continued operations and maintenance of its Cable Television System in the Town of Arlington. The term of this Renewal License shall commence on September 11, 2016 and shall expire at midnight on September 10, 2026.

Also, RCN has agreed to give Senior Citizens a \$5.00 monthly discount and the license terms included 2% of gross revenues for local access capital expenditures, Video on Demand and three high definition channels for local access.

Mr. Curro thanked everyone for their hard work.

Mr. Byrne and Mr. Dunn echoed Mr. Curro's praises for the Committee's hard work.

Mr. Curro moved approval.

SO VOTED (3-0)

2. Arlington Heights Banners
Adam W. Chapdelaine, Town Manager
Representatives of Support Arlington Heights

Deborah Richards, 119 Hillside Avenue presented the proposed artwork for the Arlington Heights banners. She stated that they would like to promote all the businesses in Arlington Heights similar to Capital Square.

Mr. Byrne moved approval.

SO VOTED (3-0)

CONSENT AGENDA

3. Minutes of Meetings: July 18, 2016 (tabled from 8/22/16 meeting); August 22, 2016
Mr. Curro tabled until there is a full Board. SO VOTED (3-0)
4. Request: Special (One Day) Beer & Wine License, 9/22/16 @ Robbins Memorial Town Hall for Art Exhibit Reception
Martine Gougault, Vision 2020 Reservoir Art Committee

5. Request: Special (One Day) All Alcohol License, 9/25/16 @ Whittemore Robbins House for a Private Wedding
David Godin and Tahmeena Chowdhury
6. Request: Gyro Fest, September 30, 2016 - October 1, 2016
Rev. Dr. Nicholas M. Kastanas, Pastor, St. Athanasius the Great, 4 Appleton Street
Rev. Aaron Walker, Assistant Parish Priest
Constandinos Ioakimidis, President, Parish Council
 - a) 2-Day Special (One Day) Beer & Wine License
 - b) "One Way" designation of Appleton Place (between Mass. Ave. & Burton St.) heading towards Burton Street

The Board approved the request for a 2-Day Special (One Day) Beer and Wine License but did not approve the "One Way" designation of Appleton Place (between Mass. Avenue & Burton Street) heading towards Burton Street) due to safety concerns stated by Traffic Control Officer Corey Rateau.

Mr. Curro was concerned about the Ottoson Middle School Dropoff Area with only two detail officers. After the other Board members expressed concerns with the traffic in and around the Ottoson Middle School. Mr. Curro made a motion to grant the 2-Day Special Beer & Wine License, but no closing off of the street.

SO VOTED (3-0)

7. For Approval: Arlington Center for the Arts 17th Annual Arlington Open Studios;
 - (1) Arts Center to be open on Sunday, October 16th from 12:00 p.m. - 5:00 p.m.; and
 - (2) Waiver of 'resident only parking' restrictions on Tufts and Foster Streets for Saturday, October 15 and Sunday, October 16.
 Pamela Shanley, Arlington Open Studio Director
8. For Approval: KENO Monitor
Boyles Family Market, 64 Broadway
9. Vote: Special Municipal Employee/Arlington Recreation Department
James Feeney, Interim Director of Recreation
10. Appointments of New Election Workers: (1) Donald Cohn, 305 Park Avenue, D, Pct. 16; (2) Linda Cohn, 305 Park Avenue, D, Pct. 16; (3) Claire Gibbons, 3 Longfellow Road, U, Pct. 8; (4) Melissa O'Brien, 11 Lowell Street, S, Pct. 6; (5) Paula Silva, 73 Webcowet Road, U, Pct. 7; (6) Thomas Silva, 73 Webcowet Road, U, Pct. 7; (7) Aaron Sloanaker, 17 Tanager Street, D, Pct. 20; (8) Geoffrey Wright, 66 Mott Street, D, Pct. 6

MJr. Curro moved approval subject to all conditions as set forth.

SO VOTED (3-0)

APPOINTMENTS

11. Board of Health
Dr. Kevin J. Fallon (term to expire 6/30/2019)
Mr. Byrne moved approval.

SO VOTED (3-0)

12. Council on Aging

Rick Fentin (term to expire 6/30/2019)

Mr. Chapdelaine asked if this appointment could be tabled until the September 26, 2016 meeting. Mr. Fentin called to say he was unable to attend.

SO VOTED (3-0)

LICENSES & PERMITS

13. Request: Class II License

Patrick Quinn, 223 Massachusetts Avenue

Mr. Byrne moved approval subject to all conditions as set forth.

SO VOTED (3-0)

14. For Approval: Change of Manager - All Alcohol License

Not Your Average Joe's, 645 Massachusetts Avenue

Lauren Dexter, Manager

Mr. Curro moved approval subject to all conditions as set forth.

SO VOTED (3-0)

CITIZENS OPEN FORUM - SIGN IN PRIOR TO BEGINNING OF OPEN FORUM

Except in unusual circumstances, any matter presented for consideration of the Board shall neither be acted upon, nor a decision made the night of the presentation in accordance with the policy under which the Open Forum was established. It should be noted that there is a three minute time limit to present a concern or request.

No one appeared before the Board under Citizens Open Forum.

TRAFFIC RULES & ORDERS / OTHER BUSINESS

15. Request: One Space On Street Overnight Parking @ 35 Addison Street

Dorothy Louise (tabled from 7/18/16 meeting)

Mr. Byrne made motion to deny on street parking overnight in accordance with letters received from the Fire and Police Departments not supporting this waiver. SO VOTED (3-0)

16. For Approval: Designate Purcell Road as 'One Way' from Everett Street to North Union Street Kathleen Bodie, Ed.D., Superintendent of Schools

Dr. Bodie asked the Board of Selectmen if they would change Purcell Road, which is a one-block long, two way street, adjacent to Thompson Elementary School, to a one-way street going east.

Dr. Bodie stated that the traffic on this road is very congested during the school year. With the anticipated construction for a new addition to Thompson School, traffic congestion on Purcell Road will be considerably aggravated by construction vehicles, which will be traveling on Purcell Road and North Union Street with some vehicles likely parked on both streets.

Traffic Officer Corey Rateau concurred with Dr. Bodie's concerns.

Mr. Curro made a motion to approve making Purcell Road as 'One Way' from Everett Street to North Union Street.
SO VOTED (3-0)

17. Minuteman Campaign Update

Michael Ruderman, 9 Alton Street

Mr. Ruderman appeared before the Board asking for their support and for all residents to get out and vote on Tuesday, September 20th for the Minuteman High School.

The Board thanked Mr. Ruderman for appearing before them and stated they are also in support of this vote.

18. ADA Parking Space Proposal and Recommendation

Adam W. Chapdelaine, Town Manager

Town Manager Chapdelaine stated that he was recommending a phased approach in the twenty-seven (27) additional parking spaces that the Disability Commission had asked for at the July 18, 2016 meeting. Mr. Chapdelaine stated based on the feedback that he received he was requesting the Board's consideration of a phased approach regarding the Disabilities Commissions proposal for an expansion of ADA Parking Spaces. The Disability Commission requested 27 new ADA Parking spaces in addition to the 21 existing ADA Parking Spaces that are now available. Such an increase would achieve a 128% increase in the amount of ADA Parking Spaces along the Town's commercial corridors. Mr. Chapdelaine recommended that the Board approve 14 new spaces immediately, allow for the Town to perform a utilization analysis of the existing and new spaces, and then consider the approval of the remaining spaces 12 months from now. Mr. Chapdelaine feels this action will result in an immediate 67% increase in ADA Parking Spaces along the Town's commercial corridors. Mr. Chapdelaine feels this action will allow the Board to take meaningful action to support the goals for the Disabilities Commission while also using the data collected via the utilization analysis to make a thoroughly informed decision in the future. This analysis can be performed within existing Town resources and will not require any further appropriations.

Darcy Devney, a member of the Disability Commission stated she is very disappointed it has taken this long, and here we are at the Board again asking for something that's been said yes to so many times. She stated she does not understand the difficulty here.

Cynthia DeAngelis stated the Disability Commission's plan was developed using feedback from a series of public workshops in June where business owners presented issues. Ms. DeAngelis stated the Commission came to a compromise and she was surprised by Mr. Chapdelaine's proposal to phase in accessible parking. She stated she is upset by this proposal and feels like it's changing the rules in the middle of the game. She stated they did every single thing the Town has asked and more.

Ms. Devney stated she is worried that people with disabilities are going to end up as scapegoats for the loss of parking in Arlington caused by the Mass. Avenue Project and asked that Mr. Chapdelaine make sure that doesn't happen.

After a discussion between Ms. Devney and Ms. DeAngelis, the Manager and the Board, it was agreed that the Town Manager would attend the next Disability Commission meeting to be held on September 21, 2016 and iron out issues that would satisfy all parties.

Mr. Dunn stated after the meeting with the Disability Commission and the Manager, the Board

would ask that it be put on the Selectmen's Agenda for approval.

SO VOTED (3-0)

NEW BUSINESS

Mr. Chapdelaine stated that Lt. Governor Karen Polito, Commonwealth of Massachusetts, came to the Town Hall last Tuesday, September 6th to sign the Commonwealth Community Compact Contract with the Town. The Baker-Polito Administration seeks to recognize municipalities that are striving to become more innovative and accountable and introduce incentives through various state grants and programs to reward municipalities who have signed Community Compact and committed themselves to continuous improvement. Municipalities that pledge to adopt best practices through compacts will get bonus points on selected state grant programs and will be prioritized for various technical assistance program.

Mr. Chapdelaine participated in the 5K Run on Sunday for the Council on Aging; he ran while wheeling his one year old daughter in a carriage. One of the runners was an 80 year old gentleman that has run in the race for the past two years. It was an overwhelming success and a great crowd.

Mr. Byrne stated he wanted to thank the Selectmen Staff, Town Clerk's Staff and the Poll Workers who made the recent State Primary a success.

Mr. Curro stated he would like to remind everyone to get out and vote on Tuesday, September 20, 2016 for the Special Election - Minuteman.

Mr. Curro also asked if Richard Viscay could attend a future meeting to discuss the Student Activity Accounts Report that was put on their desk tonight. Mr. Chapdelaine stated Mr. Viscay would be attending an Audit Advisory Committee in the near future and that would be an Agenda item.

Mr. Dunn stated he also wanted the residents to get out and vote on Tuesday, September 20th, for the Minuteman Regional School and also talk to any of their friends in Belmont to support said vote.

Mr. Byrne made motion to adjourn at 9:10 p.m.

SO VOTED (3-0)

A true record: Attest

Marie A. Krepelka
Board Administrator

Next Meeting of the BOS September 26, 2016.

9/12/16

Agenda Item	Documents Used
1	RCN Cable Television License Renewal
2	Arlington Heights Banners
3	Approval: Minutes of Meetings: July 18, 2016, August 22, 2016
4	Request: Special One Day Beer and Wine License - 9-22-16, Robbins Memorial Town Hall for Art Exhibit Reception
5	Request: Special One Day All Alcohol License, 9/25/16 @ Whittemore Robbins House For a Private Wedding
6	Request" Gyro Fest, September 30, 2016 - October 1, 2016
7	For Approval: Arlington Center for the Arts 17th Annual Arlington Open Studios (1) Arts Center to be open on Sunday, October 16th from 12:00 p.m. - 5:00 p.m.; and (2) Waiver of resident only parking restrictions on Tufts and Foster Streets for Saturday, October 15 and Sunday, October 16, 2016
8	For Approval - Keno Monitor, Boyles Family Market, 64 Broadway
9	Vote: Special Municipal Employee/Arlington Recreation Department - Andrew Bent
10	Appointments of New Election Workers
11	Appointments: Board of Health - Dr. Kevin J. Fallon - term expires 6/30/2019
12	Council on Aging - Rick Fentin -term to expire 6/30/2019
13	Request: Class 11 License - Patrick Quinn, 223 Mass. Avenue
14	For Approval: Change of Manager - All Alcohol License Not Your Average Joe's, 645 Mass. Ave., Lauren Dexter, Manager
15	Request: One Space On Street Overnight Parking@35 Addison Street
16	For Approval: Designate Purcell Road as "one Way" from Everett Street to North Union Street - Kathleen Bodie, Ed.D. Superintendent of Schools
17	Minuteman Campaign Update - Michael Ruderman, 9 Alton Street
18	ADA Parking Space Proposal and Recommendation - Town Manager



Town of Arlington, Massachusetts

For Approval: 2nd Annual Cho-Kor Peace Walk, Saturday, October 1, 2016 for the Drikung Meditation Center

Summary:

David Tucker, Chair, 2016 Cho-Kor Peace Walk Committee at DMC

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Police_Recommendation_Cho-Kor_Peace_Walk_2016.pdf	Police Recommendations
▣ Reference Material	Cho-Kor_Peace_Walk_Request_Letter_.pdf	Peace Walk Request from Drikung Meditation Center

ARLINGTON POLICE DEPARTMENT

CHIEF OF POLICE

Frederick Ryan



Town of Arlington

MASSACHUSETTS 02474

POLICE HEADQUARTERS

112 Mystic Street

Telephone 781-316-3900

Facsimile 781-316-3919

MEMORANDUM

TO: Marie Krepelka
Board Administrator

FROM: Officer Corey P. Rateau
Traffic and Parking Unit

DATE: September 22, 2016

RE: Second Annual Cho-Kor Peace Walk

At your request, The Traffic and Parking Unit reviewed the proposed route for the above walk scheduled for October 1, 2016 from Town Hall to Spy Pond and back (via Mass Ave and the Minuteman Trail). We have no objections to the route and do not feel there is a need for any details as long as it remains under 150 participants and that they utilize crosswalks (when available) and obey all traffic signals.

CPR

Cc: Frederick Ryan
Police Chief

Capt. Julie Flaherty
Support Services Commander

Lt. Paul Conroy
OIC / Traffic, Details, and Licensing

Adam Chapdelaine
Town Manager

"Proactive and Proud"

Attention Marie Krepelka
Board of Selectman, Administrator
730 Massachusetts Ave.
Arlington MA. 02476

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476
2016 SEP -8 PM 1:07

Re: (Revised) Proposal for Second Annual Cho-Kor Peace Walk.
Moving toward harmony between religions and humanity.

(The date and need for electrical outlets have been changed.)

The Drikung Meditation Center, A Buddhist temple in Arlington, is planning our second annual Cho-Kor Peace Walk for Saturday October 1st, 2016 at 1PM. The event will begin outside, in front of Arlington Town Hall, (on the landing and sidewalk area). A number of speakers will be featured for roughly 30 minutes to an hour, the entire group will then process roughly 1.25 miles, down Mass Ave, toward spy pond and complete the walk back at the Town Hall. (Please see enclosed map of our proposed route for the Peace Walk)

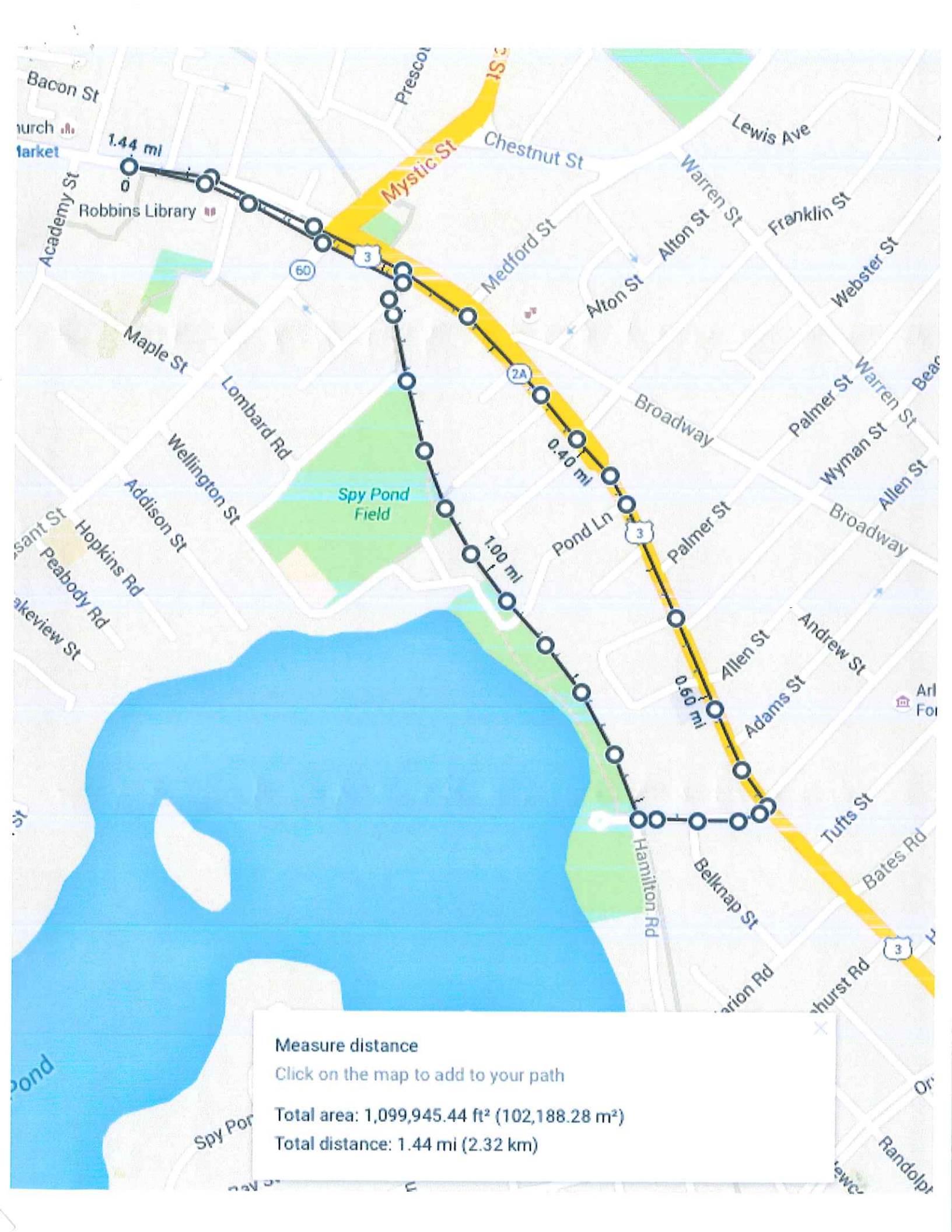
Celebrating the ideal of inter-religious harmony, and harmony amongst humanity, this will be a peaceful, non political event. Participants may be holding colorful banners, as well as sacred texts from differing religions. A number of leaders and their congregations from local religious communities will be invited specifically. The event will be advertised locally and all are welcome to attend.

Although we don't know exactly how many people will attend the event we anticipate anywhere between 30 to 150 people. Once we hear back from those we invite, we'll be able to have a better sense of how many people would be attending. We will notify you before September 15th with an update for the amount of people we expect. If it's necessary to hire a police detail we will do so.

Please let us know what type of permit, as well as any other details we would need to know in order to host this event. Thank you!!

Kind Regards,

David Tucker
Head of the 2016 Cho-Kor Peace Walk committee at the DMC.
617 645 5432

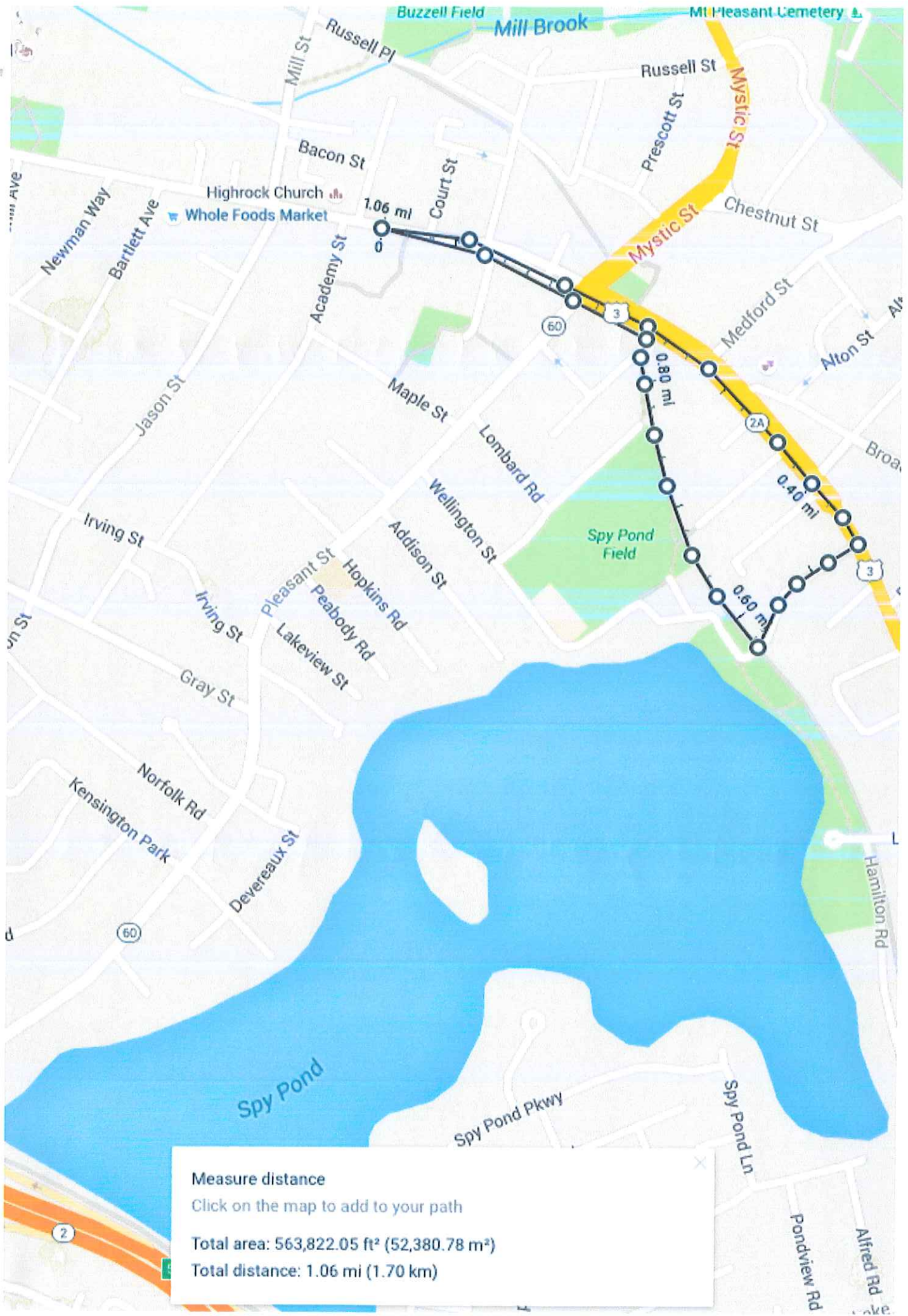


Measure distance

Click on the map to add to your path

Total area: 1,099,945.44 ft² (102,188.28 m²)

Total distance: 1.44 mi (2.32 km)



Measure distance

Click on the map to add to your path

Total area: 563,822.05 ft² (52,380.78 m²)

Total distance: 1.06 mi (1.70 km)



Town of Arlington, Massachusetts

Reappointment: Arlington Cultural Council

Summary:

Elisabeth Taylor (term to expire 10/31/2019)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Taylor_reapp.pdf	Recommendation from Arlington Cultural Council, Meeting Notice

From: Merli Guerra <acc.merli@gmail.com>
To: Marie Krepelka <MKrepelka@town.arlington.ma.us>
Date: 09/13/2016 10:02 PM
Subject: Renewing Elisabeth Taylor's ACC position

Hi Marie,

As Co-Chair of the ACC, I'd like to formally ask that Elisabeth Taylor (whose term on the ACC ends this coming month) be renewed for a second term.

If there's anything else you need, please let me know. Thank you!
Merli

--

Merli V. Guerra

Co-Chair, Arlington Cultural Council
arlingtonculturalcouncil.wordpress.com

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 14, 2016

Elisabeth Taylor
99 Bow Street
Arlington, MA 02474

Re: Reappointment - Arlington Cultural Council

Dear Ms. Taylor:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script, reading "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointments: Arlington Preservation Fund, Inc.

Summary:

Amy Slade (term to expire 2/28/2018)

Dianne Schaefer (term to expire 9/30/2018)

Andrew Fischer (term to expire 2/28/2019)

John L. Worden III (term to expire 7/31/2019)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Arlington_Preservation_Fund.pdf	Arlington Preservation Fund recommendation, Meeting Notices

RECEIVED
SELECTMEN'S OFFICE
ARLINGTON, MA 02476

2016 SEP -6 AM 11:55

ARLINGTON PRESERVATION FUND, INC.

Please reply to:

Carol Greeley, Clerk
15 Temple Street
Arlington, MA 02476
(781) 354-4792
Carol.greeley@gmail.com

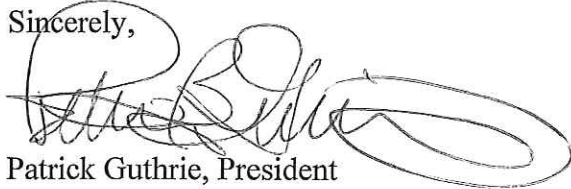
August 30, 2016

Board of Selectmen
Town Hall
730 Mass. Ave.
Arlington, MA 02476

Mrs. Mahon and Gentlemen:

Per the recent letter we received from your office, please confirm the reappointments for 2016 for John Worden and Andrew Fischer for 3 years until 2019. Amy Slade and Dianne Schaefer should also be reappointed but for 2 years until 2018.

Sincerely,



Patrick Guthrie, President
Arlington Preservation Fund

CG/smp

Cc: Carol Greeley, Clerk

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
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JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
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781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 7, 2016

Amy Slade
198 Stratford Street, #2
West Roxbury, MA 02132

Re: Reappointment - Arlington Preservation Fund, Inc.

Dear Ms. Slade:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

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DANIEL J. DUNN, VICE CHAIR
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STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 7, 2016

Dianne Schaefer
4 Russell Place
Arlington, MA 02474

Re: Reappointment - Arlington Preservation Fund, Inc.

Dear Ms. Schaefer:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 7, 2016

Andrew Fischer
25 Lombard Road
Arlington, MA 02476

Re: Reappointment - Arlington Preservation Fund, Inc.

Dear Mr. Fischer:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 7, 2016

John L. Worden III
27 Jason Street
Arlington, MA 02476

Re: Reappointment - Arlington Preservation Fund, Inc.

Dear Atty. Worden:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Reappointment: Cemetery Commission

Summary:

Michele Hassler (term to expire 6/30/2019)

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Hassler_reapp.pdf	Town Manager request, Meeting notice



**Town of Arlington
Office of the Town Manager**

**Adam W. Chapdelaine
Town Manager**

**730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us**

MEMORANDUM

DATE: September 7, 2016

TO: Board Members

SUBJECT: Reappointment to the Cemetery Commission

This memo is to request the Board's approval of my reappointment of Michele Hassler, 14 Rhinecliffe Street, having a term expiration date of 6/30/2019 with the Cemetery Commission.

Adam Chapdelaine
Town Manager

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 13, 2016

Michele Hassler
14 Rhinecliffe Street
Arlington, MA 02476

Re: Reappointment - Cemetery Commission

Dear Ms. Hassler:

Please be advised that the Board of Selectmen will be discussing your reappointment to the above-named at their meeting to be held on Monday, September 26, 2016 at 7:15 p.m. in the Selectmen's Chambers, Town Hall, 2nd Floor. Although it is not a requirement that you attend the meeting, you are invited to be in attendance.

Very truly yours,
BOARD OF SELECTMEN

Marie A. Krepelka
Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/01/16 @ Robbins Memorial Town Hall for a Private Event

Summary:

Eileen Marino

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Marino_Wedding.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Eileen Marino

Address, phone & e-mail contact information:

11 jefferson Rd., Winchester, Ma 781-729-4354 emm227@georgetown.edu

Name & address of Organization for which license is sought:

same as above

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager on Event date:

Eileen Marino

Title of Event:

Wedding

Date/time of Event:

Saturday, October 1, 2016 4:00 PM - 9:00 PM

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

Wedding invitation

Number of people expected to attend: 200

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? yes

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Rabeau
Off. Corey P. Rabeau
Printed name/title

Date 9/20/16

POLICE COMMENTS:

Request at least one police detail

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Tastings Caterers

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Kappy's Liquors, Everett, Ma.

Date of Delivery: Fri., Sept. 30, 2016

Alcohol Serving Time (s) 4:30 - 8:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Kappy's will take back excess alcohol.

Date of Pick-Up:

Mon. October 3, 2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Eileen Marino

Printed title & Organization name: _____

Email: emm227@georgetown.edu

revised: 5/18/2015 reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM

730 Massachusetts Avenue, Arlington, Ma. 02476

15 September 2016

SECURITY PLAN FOR ,MARINO WEDDING

A wedding for Eileen Marino will be held on Saturday, October 1, 2016 , at Arlington Town Hall. The event is scheduled for 4:00 pm to 10:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 200 guests to attend. We anticipate some attendees will be under age. The bartenders will ID guests.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Tastings Caterers will be catering the event and will provide the bartending service and the TIPS certified bartending staff. The Marino family is responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

TASTI-2

OP ID: R2

DATE (MM/DD/YYYY)

08/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER D. Francis Murphy Ins Agcy Inc Marlboro Office 200 Main Street Marlboro, MA 01752 Michael Murphy x5121	CONTACT NAME: Michael Murphy x5121	
	PHONE (A/C, No, Ext): 508-485-8211 FAX (A/C, No): 508-485-4557	
INSURED Tastings Caterers dba Taste Inc. 5 Crestwood Dr Framingham, MA 01701	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Hanover Insurance Company	22292
	INSURER B: Citizens Ins Co of America	31534
	INSURER C: Allmerica Financial Benefit In	41840
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY	X		RO ZBN51508720	05/21/2016	05/21/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
C	AUTOMOBILE LIABILITY			AWN592586605	07/02/2016	07/02/2017	COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 250,000
	<input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$ 500,000
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (PER ACCIDENT) \$ 250,000
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	WHN518171307	03/03/2016	03/03/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability	X		ZBN515087205	05/21/2015	05/21/2016	Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Event: For event to be catered on October 1, 2016 for Eileen Marino

**See attached for additional wording....

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington/Arlington Town Hall Attn: Event Coordinator 730 Massachusetts Ave Arlington, MA 02476	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Dennis F. Murphy</i>

© 1988-2010 ACORD CORPORATION. All rights reserved.

NOTEPAD:

HOLDER CODE
INSURED'S NAME **Tastings Caterers**

TASTI-2
OP ID: R2

PAGE 2
Date **08/29/2016**

To be attached to Certificate of Insurance dated 8/29/2016

Town of Arlington is included as Additional Insured with respects to General Liability and Liquor Liability policies as required by signed written contract.

Do not click Back-Space to leave this window



This is your Official TIPS® Certification Card.

Carry it with you as evidence of your skills and knowledge in the responsible sale and consumption of alcohol.

Congratulations!

By successfully completing the TIPS (Training for Intervention ProcedureS) program, you have taken your place in the forefront of a nationwide movement to reduce the tragedies resulting from the misuse of alcohol. We value your participation in the TIPS program.

You will help to provide a safer environment for your patrons, peers and/or colleagues by using the techniques you have learned and taking a positive approach towards alcohol use.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 703-524-1200. Thank you for your dedication to the responsible sale and consumption of alcohol.

Sincerely,

Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down your certification number because you will need it when contacting TIPS. For assistance or additional information, contact Health Communications, Inc. by using the information provided on the reverse side of your certification card. There is a minimal charge for a replacement card if your original card becomes lost, damaged or stolen.

TIPS		SSN:	
Issued:	eTIPS On Premise 2.0	Expires:	XXX-XX-XXXX
ID#:	9/18/2014	D.O.B.:	9/18/2017
	3822218		XX/XX/XXXX
<p>John Raymond 33 Chace Hill Rd Sterling, MA 01564-1520</p>			
<p>For service visit us online at www.gettips.com</p>			



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/1/16 @ Whittemore Robbins House for a Private Event

Summary:

Raina Chrobak and Chris Yee

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Chrobak_Wedding.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: *Raina Chrobak*

Address, phone & e-mail contact information: *35 Trowbridge Street, Arlington, MA 02474; 617-275-3132; celticmoon29@yahoo.com*

Name & address of Organization for which license is sought:

Does this Organization hold nonprofit status under the IRS Code? ____ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? No If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? *One Time event*

24-Hour contact number for Responsible Manager on Event date: *Raina Chrobak- 617-275-3132*

Title of Event: *Wedding and Reception for Raina Chrobak and Chris Yee*

Date/time of Event: *October 1, 2016*

Location of Event: *Whittemore Robbins House and Robbins Library Reading Room*

Location/Event Coordinator: *Whittemore Robbins House and Robbins Library Reading Room/Victoria Rose*

Method(s) of invitation/publicity for Event: *Mail*

Number of people expected to attend: *55 guests*

Expected admission/ticket prices: *N/A*

Expected prices for food and beverages (alcoholic and non-alcoholic): *N/A*

Will persons under age 21 be on premises? *Yes, one person age 18.*

If "yes," please detail plan to prevent access of minors to alcoholic beverages. *ServSafe Alcohol Certificate Bartender will monitor the bar and follow the rules of certification.*

Have you consulted with the Department of Police Services about your security plan for the Event?
Yes

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

OFC. Corey P. Roteau Date *9/20/16*
OFC. Corey P. Roteau
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer and Wine

What types of food and non-alcoholic beverages do you plan to serve at the Event? *Sushi, Edamame, Yakitori, Gyoza, Salads, Taquitos, rice and beans, chips, salsa, guacamole, chicken tomatillo, carne adobada, chili rellenos, and vegetarian tacos. Soft drinks-soda and water. Cupcakes and small wedding cake.*

Who will be responsible for serving alcoholic beverages at the Event? *Peter Slack, bartender from Caterstaff*

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

Peter Slack has ServSafe Alcohol Certificate

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Peter Slack DOB is 4/13/1957

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) **Atlas Liquors Inc. 156 Mystic Avenue Medford, MA 0215**

Date of Delivery: **October 1, 2016**

Alcohol Serving Time (s): **5:00pm-9:30pm**

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Opened bottles and unused will be taken by client's father.

Date of Pick-Up:

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) **General and Liability form and ServSafe Alcohol Certification attached**

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: **Raina Chrobak**

Printed name: **Raina Chrobak**

Printed title & Organization name: **Raina Chrobak and Chris Yee Wedding and Reception**

Email: **celticmoon29@yahoo.com**

Raina Chrobak
35 Trowbridge Street, Arlington, MA 02474
617-275-3132
celticmoon29@yahoo.com

September 8, 2016

**SECURITY PLAN for Wedding and Reception for Raina Chrobak and Chris Yee at the Whittemore
Robbins House and Robbins Library Reading Room on October 1, 2016**

This event is a Wedding Ceremony and Reception.

The event is scheduled for Saturday, October 1, 2016 from 2:30pm-6:30pm at the Whittemore Robbins House and 6:30pm to 11:00pm at the Robbins Library Reading Room.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 55 adults and one guest age 18. The menu includes appetizers, dinner and dessert and beverage service for beer, wine, water, and soda. List of foods includes *Sushi, Edamame, Yakitori, Gyoza, Salads, Taquitos, rice and beans, chips, salsa, guacamole, chicken tomatillo, carne adobada, chili rellenos, and vegetarian tacos. Cupcakes and small wedding cake will also be served.*

Caterstaff of Boston, Inc. will provide the bartending staff. The bartender is ServSafe Alcohol certified. All rules regarding alcohol beverage service will be followed as understood from ServSafe Alcohol Certification training by the bartender. Bar service will begin at 5:00pm and end at 9:30pm.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House and Robbins Library Reading Room. Raina Chrobak will be the responsible manager for this event. Caterstaff of Boston, Inc. Company's manager, staff and bartender will handle food and beverage service. All will be responsible for ensuring that the event runs smoothly.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

CATEOFB-01 MCHESTER

DATE (MM/DD/YYYY)

8/29/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rogers & Gray Insurance Agency, Inc. 434 Rte 134 South Dennis, MA 02660	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): (877) 816-2156 E-MAIL ADDRESS: mail@rogersgray.com
INSURED Caterstaff of Boston, Inc. 120 Cambridge St., Unit B Cambridge, MA 02141	INSURER(S) AFFORDING COVERAGE INSURER A: Selective Insurance Company of the Southeast 39926 INSURER B: Arbella Protection Insurance Company, Inc. 41360 INSURER C: Selective Insurance Company of America 12572 INSURER D: Travelers Insurance Companies INSURER E: National Casualty Company 11991 INSURER F:

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.		

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			S1959029	10/27/2015	10/27/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			1020005196	09/03/2015	09/03/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			S1959029	10/27/2015	10/27/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC7939539	10/27/2015	10/27/2016	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Crime			106251981	02/24/2016	02/24/2017	Employee Theft 1,000,000
E	Employment Practice			EKO3182331	02/24/2016	02/24/2017	


DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Errors & Omissions: \$1,000,000; Hiscox Insurance Company; 2/24/2016 - 2/24/2017

Liquor Liability: \$1,000,000; Hospitality Mutual Insurance; 4/8/2016 - 4/8/2017

Arlington Public Library is Included as Additional Insured for General Liability and Excess/Umbrella Liability on a primary and noncontributory basis for ongoing and completed operations. These terms apply for conduct of the named insured, but only to the extent of that liability and as required by a signed written contract or agreement with the named insured.

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER Arlington Public Library 700 Mass Ave Arlington, MA 02476	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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AGENCY CUSTOMER ID: CATEOFB-01

MCHESTER

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Rogers & Gray Insurance Agency, Inc.		NAMED INSURED Caterstaff of Boston, Inc. 120 Cambridge St., Unit B Cambridge, MA 02141
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

The General Liability and Excess/Umbrella liability policies include a waiver of subrogation in favor of Arlington Public Library, on whose behalf the insured is required to obtain this waiver under a written contract or agreement executed prior to a loss.

Arlington Public Library is acknowledged as additional insured in respects to liquor liability coverage as per signed executed written contract.

ServSafe

Cardinal Management Systems, Inc.

ID NO 2832573

CARD NO 10312407

ServSafe Alcohol® CERTIFICATE

PETER SLACK

Card expires three years from the date of the examination. Local laws apply.

DATE OF EXAMINATION

4/5/2014

Student Name

PETER SLACK

Class Number

1394779

Exam Date

4/5/2014

Expiration Date

4/5/2017

Overall Point Score

33

Overall % Score

82

Passing % Score

75

Status

PASSED



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/8/16 @ Robbins Memorial Town Hall for a Private Event

Summary:

Stephanie Pixley

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Pixley_Wedding.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Stephanie Pixley

Address, phone & e-mail contact information:

5 Prospect Hill Ave., Unit 1, Somerville, Ma. 02143, 802-989-6386
stephanie.pixley@gmail.com

Name & address of Organization for which license is sought:

N/A

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

private event

24-Hour contact number for Responsible Manager on Event date:

Stephanie Pixley 802-989-6386

Title of Event:

wedding

Date/time of Event:

Saturday, October 8, 2016

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

wedding invitation

Number of people expected to attend: 145

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Rabeau
Off. Corey P. Rabeau
Printed name/title

Date 9/20/16

POLICE COMMENTS:

Per safety plan expectation of 150 guests,
one police detail to be requested

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Premier Bartending Service

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Atlas Liquors, Medford

Date of Delivery 10/11/16, Friday

Alcohol Serving Time (s) 4:30 pm - 9:00 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Atlas Liquors will pick up excess alcohol

Date of Pick-Up:

Mon. 10/10/2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Stephanie Pixley

Printed title & Organization name: _____

Email: stephanie.pixley@gmail.com

revised: 5/18/2015 reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

8 September 2016

SECURITY PLAN FOR PIXLEY/CAMPOBIANO WEDDING

A wedding for Stephanie Pixley and John Campobiano will be held on Saturday, October 8, 2016 , at Arlington Town Hall. The event is scheduled for 4:00 pm to 10:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 150 guests to attend. We anticipate no attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. KO Pies will be catering the event and Premier Bartending Service will provide the bartending service and will provide the TIPS certified bartending staff. The Pixley family and the Campobiano family are all responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

GORDWAL-02

JHOGAN

DATE (MM/DD/YYYY)

4/1/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roblin Insurance Agency 144 Gould Street Suite 100 Needham, MA 02494	CONTACT NAME:	FAX (A/C, No): (781) 449-8976	
	PHONE (A/C, No, Ext): (781) 455-0700	E-MAIL ADDRESS: certificates@roblininsurance.com	
INSURED Premier Bartending & Beverage Service, Inc. Inc., Mr. Glen Hoffman 888 Main Street Waltham, MA 02451	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Travelers Insurance Co		36161
	INSURER B: Torus Specialty Insurance Co.		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			680-4B652113-16-42	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	<input checked="" type="checkbox"/> Liquor Liability		MED EXP (Any one person) \$ 5,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY \$ 1,000,000				
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			88915C164ALI	03/11/2016	03/11/2017	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE		AGGREGATE \$ 5,000,000				
	DED <input type="checkbox"/> RETENTION \$		\$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Town of Arlington is additional insured with regard to liability of the named insured.

CERTIFICATE HOLDER**CANCELLATION**

Town of Arlington
Town Hall
730 Massachusetts Ave.
Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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12/10/2015

Issued: 38942

ID#:

12/1/2016

12

Expires:

Trainer Year:

Edward R Garland, Jr.

28 Saunders St

North Weymouth, MA 02191-1014

Trainer Certification Card



Town of Arlington, Massachusetts

Request: Special (One Day) All Alcohol License, 10/8/16 @ Whittemore Robbins House for a Private Event

Summary:

Paul Cusack

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Cusack_Wedding.pdf	Special Alcohol License Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: ***Paul Cusack***

Address, phone & e-mail contact information: 6 Stone Way Wakefield, MA 01880; 781-258-5173;
pcusack1@gmail.com

Name & address of Organization for which license is sought:

Does this Organization hold nonprofit status under the IRS Code? ____ Yes X No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? No If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? ***One Time event***

24-Hour contact number for Responsible Manager on Event date: ***Paul Cusack 781-258-5173***

Title of Event: ***Wedding Reception for Katelyn and Jeremy***

Date/time of Event: ***October 8, 2016/ 2:30pm-11pm***

Location of Event: ***Whittemore Robbins House***

Location/Event Coordinator: ***Victoria Rose***

Method(s) of invitation/publicity for Event: ***Mail***

Number of people expected to attend: **64 Guests**

Expected admission/ticket prices: **N/A**

Expected prices for food and beverages (alcoholic and non-alcoholic): **N/A**

Will persons under age 21 be on premises? **No**

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Have you consulted with the Department of Police Services about your security plan for the Event?
Yes

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

[Signature: Corey P. Radeau] Date *9/20/16*
[Signature: Corey P. Radeau]
Printed name/title

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Full Bar- Beer, Wine and Spirits

What types of food and non-alcoholic beverages do you plan to serve at the Event? Water, soda, tea, coffee; Hot Hors d'oeuvres- Burschetta with Zucchini and Sun-Dried Tomato, Coconut Shrimp, Grilled Cheese Shooters, Scallops w/ bacon, Stuffed Mushrooms, Rolls, Salad, Butternut Squash Ravioli, Mini Pizza and French Fries, Baked Stuffed Haddock, Chicken Breast stuffed with Basmati Rice, Asparagus, Mashed Potatoes, Wedding Cake, Strawberries and

Who will be responsible for serving alcoholic beverages at the Event? Creative Catering Bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TiPs Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Stephanie Powers

DOB 4.4.82

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) *Atlas Liquors Inc. 156 Mystic Avenue Medford, MA 0215*

Date of Delivery: *October 8, 2016*

Alcohol Serving Time (s): 4:30pm-9:30pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Opened and unused bottles will be taken by client in the trunk of car.

Date of Pick-Up: N/A

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) *Liability form and TiPs Certification attached*

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: *Paul Cusack*

Printed name: **Paul Cusack**

Printed title & Organization name: Wedding Reception for Katelyn and Jeremy

Email: **pcusack1@gmail.com**

Paul Cusack
6 Stone Way Wakefield, MA 01880
pcusack1@gmail.com
781-258-5173

September 14, 2016

SECURITY PLAN for Wedding Reception at the Whittemore Robbins House on October 8, 2016

This event is a Wedding Ceremony and Reception.

The event is scheduled for Saturday, October 8, 2016 from 2:30pm-11:00pm at the Whittemore Robbins House.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 64 adults. There will be no guest under the age of 21 years. The menu includes a full bar, water, and soda. List of foods includes *Bruschetta with Zucchini and Sun-dried Tomato, Coconut Shrimp, Grilled Cheese Shooters, Scallops with bacon, Stuffed Mushrooms, Rolls, Salad, Butternut Squash Ravioli, Mini Pizzas, French Fries, Baked Stuffed Haddock, Chicken Breast stuffed with Basmati Rice, Asparagus, Mashed Potatoes, Wedding Cake, Strawberries and whip cream.*

Creative Catering will provide the bartending staff. The bartender is TiPs certified. All rules regarding alcohol beverage service will be followed as understood from TiPS Certification training by the bartender. Bar service will begin at 4:30pm and end at 9:30pm.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Paul Cusack will be the responsible manager for this event. Creative Catering's manager, staff and bartender will handle food and beverage service. All will be responsible for ensuring that the event runs smoothly.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
8/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER Insureon (BIN Insurance Holdings LLC.) 1101 Central Expy. South, Suite 250 Allen, TX 75013		CONTACT NAME: PHONE (A/C, No, Ext): 844-387-3240 FAX (A/C, No): (877) 826-9067 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Hartford Casualty Insurance Company	
		INSURER B: Sentinel Insurance Company, Limited	
		INSURER C: The Hartford	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Yes		08SBAFV2672	2/1/2016	2/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Yes		08UECAA4877	2/1/2016	2/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$	Yes		08SBAFV2672	2/1/2016	2/1/2017	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	08WECLI7714	1/1/2016	1/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder and Town of Arlington is named as Additional Insured as their interests may appear in regards to general liability and automobile liability and umbrella excess liability

Liquor Liability /Each Common Cause: \$1,000,000 /Aggregate: \$2,000,000

CERTIFICATE HOLDER Whitmore Robbins House 670 R Massachusetts Avenue Arlington, MA 02476	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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is your Official TIPS® Certification Card.
with you as evidence of your skills and knowledge in the responsible
consumption of alcohol.

atulations!

ccessfully completing the TIPS (Training for Intervention ProcedureS)
you have taken your place in the forefront of a nationwide movement
the tragedies resulting from the misuse of alcohol. We value your
tion in the TIPS program.

will help to provide a safer environment for your patrons, peers and/or
as by using the techniques you have learned and taking a positive
towards alcohol use.

I have any information you think would enhance the TIPS program, or
assist you in any way, please contact us at 703-524-1200. Thank you
dedication to the responsible sale and consumption of alcohol.

Sincerely,



Adam F. Chafetz
President, HCI

IMPORTANT: Keep a copy of this card for your records. Write down
your certification number because you will need it when contacting TIPS.
For assistance or additional information, contact Health Communications,
Inc. by using the information provided on the reverse side of your certification
card. There is a minimal charge for a replacement card if your original card
becomes lost, damaged or stolen.



eTIPS On Premise 2.0 SSN: XXX-XX-XXXX

Issued: 4/28/2016

Expires: 4/28/2019

ID#: 4241340

D.O.B.: XX/XX/XXXX

Stephanie Powers
Creative Catering
58 Park St
Beverly, MA 01915-4217

For service visit us online at www.gettips.com

Date of Birth
4/4/82



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/9/16 @ Robbins Memorial Town Hall for a Private Event

Summary:

Jodi Rosenblatt and Gregory Rachins

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Rosenblatt_Wedding.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Jodi Rosenblatt/Gregory Rachins

Address, phone & e-mail contact information:

12 9th Street, #306, Medford, Ma. 02155, 617-838-2332 Gregory.Rachins@gmail.com

Name & address of Organization for which license is sought:

same as above

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

private event - one time.

24-Hour contact number for Responsible Manager on Event date:

Gregory Rachins- 781-201-0099

Title of Event:

Wedding

Date/time of Event:

Sunday, October 9, 2016 - 4:00 - 10:00 pm

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

wedding invitation

Number of people expected to attend: 115

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Det. Corey P. Radeau
Det. Corey P. Radeau
Printed name/title

Date 9/28/16

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Forklift Catering

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Atlas Liquors, Medford

Date of Delivery Sat. 10/8/2016

Alcohol Serving Time (s) Sun. 4:00 pm - 9:30 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Atlas Liquors will pick up excess alcohol

Date of Pick-Up:

Tues. 10/11/2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Gregory Rachins

Printed title & Organization name: _____

Email: gregory.rachins@gmail.com

revised: 5/18/2015 reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

13 September 2016

SECURITY PLAN FOR ROSENBLATT/RACHINS WEDDING

A wedding for Jodi Rosenblatt and Gregory Rachins will be held on Sunday, October 9, 2016, at Arlington Town Hall. The event is scheduled for 4:00 pm to 10:00 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 115 guests to attend. We anticipate no attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Forklift Catering will be catering the event and will provide both the bartending service and the TIPS certified bartending staff. The Rosenblatt family and the Rachins families are all responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.

ACORD™

Client#: 27279

FORCA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sullivan Insurance Group, Inc. 1 Mercantile Street Suite 710 Worcester, MA 01608	CONTACT NAME: Kristie PHONE (A/C, No, Ext): 508 791-2241 FAX (A/C, No): 5087973689 E-MAIL ADDRESS: kdoyle@sullivangroup.com														
INSURED Forklift Catering, LLC 59 Union Sq. #204 Somerville, MA 02143	<table border="1"> <tr> <th data-bbox="799 459 1393 485">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1399 459 1515 485">NAIC #</th> </tr> <tr> <td data-bbox="799 485 1393 510">INSURER A: Hanover Insurance Company</td> <td data-bbox="1399 485 1515 510"></td> </tr> <tr> <td data-bbox="799 518 1393 543">INSURER B:</td> <td data-bbox="1399 518 1515 543"></td> </tr> <tr> <td data-bbox="799 552 1393 577">INSURER C:</td> <td data-bbox="1399 552 1515 577"></td> </tr> <tr> <td data-bbox="799 585 1393 611">INSURER D:</td> <td data-bbox="1399 585 1515 611"></td> </tr> <tr> <td data-bbox="799 619 1393 644">INSURER E:</td> <td data-bbox="1399 619 1515 644"></td> </tr> <tr> <td data-bbox="799 653 1393 678">INSURER F:</td> <td data-bbox="1399 653 1515 678"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Hanover Insurance Company		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC		ZBNA401482	08/18/2016	08/18/2017	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000	MED EXP (Any one person)	\$5,000	PERSONAL & ADV INJURY	\$1,000,000	GENERAL AGGREGATE	\$2,000,000	PRODUCTS - COMP/OP AGG	\$2,000,000		\$
EACH OCCURRENCE	\$1,000,000																			
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GENERAL AGGREGATE	\$2,000,000																			
PRODUCTS - COMP/OP AGG	\$2,000,000																			
	\$																			
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	AWNA401285	08/17/2016	08/17/2017	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	X	UHNA693119	08/18/2016	08/18/2017	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$1,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$1,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$1,000,000	AGGREGATE	\$1,000,000		\$								
EACH OCCURRENCE	\$1,000,000																			
AGGREGATE	\$1,000,000																			
	\$																			
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WHNA401286	08/18/2016	08/18/2017	<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$500,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$500,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$500,000</td></tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$500,000	E.L. DISEASE - EA EMPLOYEE	\$500,000	E.L. DISEASE - POLICY LIMIT	\$500,000						
WC STATUTORY LIMITS	OTHER																			
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E.L. DISEASE - EA EMPLOYEE	\$500,000																			
E.L. DISEASE - POLICY LIMIT	\$500,000																			
A	Liquor Liability	X	ZBNA401482	08/18/2016	08/18/2017	<table border="1"> <tr><td>\$1,000,000</td></tr> <tr><td>\$2,000,000</td></tr> </table>	\$1,000,000	\$2,000,000												
\$1,000,000																				
\$2,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Evidence of Insurance on behalf of Named Insured.

Certificate Holder is included as Additional Insured with written contract.

CERTIFICATE HOLDER

CANCELLATION

Arlington Town Hall
 730 Massachusetts Avenue
 Arlington, MA 02476

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John T. Androski

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TIPS eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 6/6/2014 Expires: 6/6/2017
ID#: 3743017 D.O.B.: XX/XX/XXXX

Jeffrey Wiles
At Your Service
10 Post Office Sq
Boston, MA 02109-4603

For service visit us online at www.gettips.com

DOB - 03/27/88

TIPS eTIPS On Premise 2.0 SSN: XXX-XX-XXXX
Issued: 8/12/2015 Expires: 8/12/2018
ID#: 4056559 D.O.B.: XX/XX/XXXX

Lance P Jones
Forklift Catering
5 Sanborn Ct
Somerville, MA 02143-3004

For service visit us online at www.gettips.com

DOB 3/14/80



Town of Arlington, Massachusetts

Request: Special (One Day) All Alcohol License, 10/9/16 @ Whittemore Robbins House for a Private Event

Summary:

Maren Swanson and Randy Armstrong

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Armstrong_Wedding.pdf	Special Alcohol License Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: ***Randy Armstrong***

Address, phone & e-mail contact information: 304 Walden Street, Cambridge, MA 02138;
339.227.1690; rvarmstrong@gmail.com

Name & address of Organization for which license is sought:

Does this Organization hold nonprofit status under the IRS Code? ____ Yes ☒ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information: _____

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? ____ ***No*** ____ If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location? ***One Time event***

24-Hour contact number for Responsible Manager on Event date: ***Randy Armstrong 339-227-1690***

Title of Event: ***Wedding and Reception for Maren Swanson and Randy Armstrong***

Date/time of Event: ***October 9, 2016/ 2pm-11pm***

Location of Event: ***Whittemore Robbins House***

Location/Event Coordinator: ***Victoria Rose***

Method(s) of invitation/publicity for Event: ***Mail***

Number of people expected to attend: **50 Guests**

Expected admission/ticket prices: **N/A**

Expected prices for food and beverages (alcoholic and non-alcoholic): **N/A**

Will persons under age 21 be on premises? There will be four children under age of 3 years and five children between the ages of 3-10.

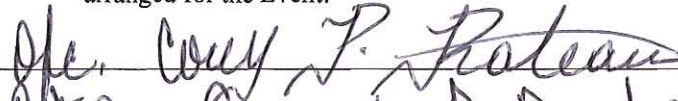
If "yes," please detail plan to prevent access of minors to alcoholic beverages. The TiPs Certified bartender will follow the rules of certification.

Have you consulted with the Department of Police Services about your security plan for the Event?
Yes

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.


Det. Corey P. Roteau
Printed name/title

Date **9/20/16**

POLICE COMMENTS:

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

Beer and Wine and Crown Royal

What types of food and non-alcoholic beverages do you plan to serve at the Event? Water, soda, tea, coffee

Appetizers: crabcakes, shrimp, phyllo, crudité, international and domestic cheese platter with crackers

Main course: Mesclun Salad with pears, cranberries and chevre, Grilled vegetables, Roasted garlic potatoes, and Parmesan crusted Salmon, Steak, Rolls

Apple Cranberry Crisp with ice cream.

Who will be responsible for serving alcoholic beverages at the Event? Beaujolais Catering Bartender

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TiPs Certification

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

Jean Normil	4.21.1981
-------------	-----------

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc) *Atlas Liquors Inc. 156 Mystic Avenue Medford, MA 0215*

Date of Delivery: *October 9, 2016*

Alcohol Serving Time (s): 4:30pm-9:30pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?
Opened bottles and unused bottles of alcoholic beverages will be taken by the caterer at the end of the night.

Date of Pick-Up: N/A

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.) *Liability Insurance form and TiPs Certification attached*

**Please submit this completed form and filing fee to the Board of Selectmen
at least 21 days before your Event. Failure to provide complete
information may delay the processing of your application.**

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: *Randy Armstrong*

Printed name: **Randy Armstrong**

Printed title & Organization name: Wedding Reception for Maren Swanson and Randy Armstrong

Email: *rvarmstrong@gmail.com*

Randy Armstrong
304 Walden Street Cambridge, MA 02138
339.227.1690
rvarmstrong@gmail.com

September 12, 2016

**SECURITY PLAN for Wedding and Reception for Maren Swanson and Randy Armstrong at the
Whittemore Robbins House on October 9, 2016**

This event is a Wedding Ceremony and Reception.

The event is scheduled for Sunday, October 9, 2016 from 2:00pm-11:00pm at the Whittemore Robbins House.

A One-Day Permit has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 42 adults and nine children under the age of 10 years. The menu includes appetizers, dinner and dessert and beverage service for beer, wine, Crown Royal, water, and soda. List of foods includes *Crab Cakes, Grilled Shrimp, Brie and Pear Phyllo Cups, Crudite, Cheese Platter and Crackers, Salad, Salmon, Steak, Grilled Vegetables and Roasted Potatoes.*

Beaujolais Catering will provide the bartending staff. The bartender is TiPs certified. All rules regarding alcohol beverage service will be followed as understood from TiPS Certification training by the bartender. Bar service will begin at 4:30pm and end at 9:30pm.

Victoria Rose, Event Coordinator, will be on site to monitor the use of the Whittemore Robbins House. Randy Armstrong will be the responsible manager for this event. Beaujolais Catering Company's manager, staff and bartender will handle food and beverage service. All will be responsible for ensuring that the event runs smoothly.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/26/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Prescott and Son Insurance Agency, Inc. 963 Eastern Avenue Malden MA 02148 INSURED Michelle C Noska, DBA: Beaujolais Catering 9 Chestnut St. Wakefield MA 01880		CONTACT NAME: Commercial Lines PHONE (A/C, No, Ext): (781) 322-2350 FAX (A/C, No): E-MAIL: ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Peerless Insurance INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
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COVERAGES		CERTIFICATE NUMBER: CL154820553		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
A	CLAIMS-MADE X OCCUR		BK856554619	4/9/2016	4/9/2017	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 15,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS	SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	HIRED AUTOS	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB	OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY		BK856554619	4/9/2016	4/9/2017	EACH OCCURRENCE \$1,000,000
						AGGREGATE \$2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
Certificate Holder named as Additional Insured						

CERTIFICATE HOLDER	CANCELLATION
Town Arlington 730 Mass Avenue Arlington, MA 02474	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE J S Scholnick/SJG <i>Joseph S Scholnick</i>

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ACORD 25 (2014/01)
INS025 (2014/01)

The ACORD name and logo are registered marks of ACORD



eTIPS On Premise 2.0

SSN:

XXX-XX-XXXX

Issued:

3/15/2016

Expires:

3/15/2019

ID#:

4206163

D.O.B.:

XXXX/XXXX

Jean D Normil

27 Beale St Apt 5

Dorchester, MA 02124-4801

For service visit us online at www.gettips.com



Town of Arlington, Massachusetts

Request: Special (One Day) Beer & Wine License, 10/15/16 @ Robbins Memorial Town Hall for a Private Event

Summary:

Katrina Shroeder

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Schroeder_Wedding.pdf	Special Beer and Wine Application

OFFICE OF THE BOARD OF SELECTMEN



TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

SPECIAL ALCOHOL LICENSE APPLICATION

Name of Applicant: Katrina Shroeder

Address, phone & e-mail contact information:

67 Mason Terrace, Brookline, Ma. 02446, 608-770-8558 Katrina.Schroeder@gmail.com

Name & address of Organization for which license is sought:

same as above

Does this Organization hold nonprofit status under the IRS Code? ☐ Yes ☐ No

Name of Responsible Manager of Organization (if different from above):

Address, phone & e-mail contact information:

Has the Applicant or Organization applied for and/or been granted a special liquor license this calendar year? NO If so, please give date(s) of Special Licenses and/or applications and title of event(s).

Is this event an annual or regular event? If so, when was the last time this event was held and at what location?

one-time event

24-Hour contact number for Responsible Manager on Event date:

Katrina Shroeder

Title of Event:

weeding

Date/time of Event:

Saturday, October 15, 2016

Location of Event: Arlington Town Hall

Location/Event Coordinator: Patsy Kraemer/Vicki Rose

Method(s) of invitation/publicity for Event:

wedding invitation

Number of people expected to attend: 150

Expected admission/ticket prices: N/A

Expected prices for food and beverages (alcoholic and non-alcoholic):

N/A

Will persons under age 21 be on premises? no

If "yes," please detail plan to prevent access of minors to alcoholic beverages.

Bartenders will check for ID's

Have you consulted with the Department of Police Services about your security plan for the Event?

YES

OFFICE USE ONLY

For Police Chief, Operations Commander, or designee:

Your signature below indicates that you have discussed this event with the applicant, you have reviewed the applicant's security plan, and any necessary police details have been arranged for the Event.

Off. Corey P. Pateau Date 9/20/16
Off. Corey P. Pateau
Printed name/title

POLICE COMMENTS:

Request one police detail

What types of alcoholic beverages do you plan to serve at the Event? (Note: By State Law, all-alcohol Special Licenses are available only to nonprofit organizations.)

beer/wine

What types of food and non-alcoholic beverages do you plan to serve at the Event?

full dinner/ waters/sodas

Who will be responsible for serving alcoholic beverages at the Event?

Seasons to Taste Catering

What training or certification in responsible alcohol service does this person have? Please attach certificate or other proof of training for at least one person who will have responsibility for serving alcoholic beverages at each point of service and who will be present for the entire Event.

TIPS CERTIFICATION

Please list the names and dates of birth for all people who will be responsible for serving alcoholic beverages at the Event. Anyone serving alcoholic beverages must be at least 21 years of age.

attached

Name of the Massachusetts wholesaler who will deliver to site? (Full supplier list available on the ABCC website: www.mass.gov/abcc;

Atlas Liquors, Medford

Date of Delivery: Sat. 10/15/2016

Alcohol Serving Time (s) 5:30 - 1030 pm

How, when, and by whom will excess alcoholic beverages obtained for the Event be disposed of?

Atlas Liquors will pick up excess alcohol

Date of Pick-Up:

10/17/2016

Please provide details (insurance company, type of policy, name of insured, and policy limits) of any relevant insurance coverage for the Event, included but not limited to General Liability and Liquor Liability insurance. (You may be asked to supply a certificate or other proof of adequate insurance coverage.)

ATTACHED

Please submit this completed form and filing fee to the Board of Selectmen at least 21 days before your Event. Failure to provide complete information may delay the processing of your application.

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____

Printed name: Katrina Shroeder

Printed title & Organization name: _____

Email: Katrina.Shroeder@gmail.com

revised: 5/18/2015 reformatted: 2/25/2016



ROBBINS MEMORIAL TOWN HALL AUDITORIUM
730 Massachusetts Avenue, Arlington, Ma. 02476

13 September 2016

SECURITY PLAN FOR SHROEDER WEDDING

A wedding for Katrina Shroeder and Alex Smith will be held on Saturday, October 15, 2016, at Arlington Town Hall. The event is scheduled for 5:00 pm to 10:30 pm.

An Alcohol Permit Application has been submitted to the Selectmen's Office.

This is the Security Plan.

We anticipate approximately 150 guests to attend. We anticipate no attendees will be under age.

Patsy Kraemer will be the event coordinator for the event. Greg Stathopoulos will be the custodian for the event. Seasons to Taste will be catering the event and will provide both the bartending service and the TIPS certified bartending staff. The Shroeder family and the Smith family are all responsible for ensuring that the event runs smoothly.

A fire services detail will be hired for the event. This officer will be available to help with any emergency situations that may arise.

Parking for the event will be available in the Town Hall parking lot, the parking lot at the Central School office building directly behind Town Hall, and on the side streets, as well as Mass. Ave.

Please advise if there are other items that we need to consider.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/14/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER T. Edmund Garrity & Co., Inc. 545 Concord Avenue, Suite 16 Cambridge MA 02138	CONTACT NAME: Kathleen McCurdy PHONE (A/C, No, Ext): (617) 354-4640 E-MAIL: kathy@garrity-insurance.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Charter Oak fire Ins Co INSURER B: Travelers Casualty Insurance Co., INSURER C: Travelers Indemnity Co INSURER D: Travelers Indemnity Co CT INSURER E: INSURER F:	FAX (A/C, No): (617) 354-5828 NAIC # 25615 19046 25658 25682
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COVERAGES

CERTIFICATE NUMBER Master Cert 2016

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> LIQUOR LIABILITY 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6809B767372	6/18/2016	6/18/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA3C916422	9/27/2015 9/27/2016	9/27/2016 9/27/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 5,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			CUP0C405561	6/18/2016	6/18/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A		UB9B769236	6/18/2016	6/18/2017	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY			6809B767372	6/18/2016	6/18/2017	each occurrence 1,000,000 aggregate limit 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

LLC member, Robert Harris, is excluded from WC coverage. Event: October 15, 2016. Arlington Town Hall is listed as additional insured for general liability and liquor liability if so required by written contract as it relates to named insured's operations.

CERTIFICATE HOLDER

CANCELLATION

Arlington Town Hall	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE W Garrity/SPORT1

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Certificate of Completion

This Certificate of Completion of

eTIPS On Premise 2.0

For coursework completed on June 10, 2014
provided by Health Communications, Inc.
is hereby granted to:

Victoria Perrakis

D.O.B. 4/27/94

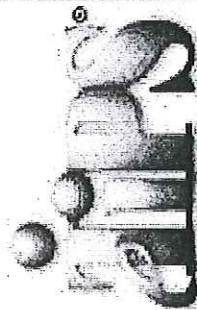
Certification to be sent to:

117 Albion St.

Somerville MA, 02144-2619 USA



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

G & R Construction, 253 Centre Street, Quincy, MA

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	G__R_Construction.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: September 13, 2016

Dear Board Members,

Reference is hereby made to an application by Dennis and Richard Morel of G & R Construction, Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

G & R Construction
253 Centre Street
Quincy, MA
Ph: 781-849-9093
Email: Rmorel@grconstruction.net

Upon review of the application and contact with references supplied by the contractor, we recommend approval and issuance of an Approved Contractor and Drainlayer license.

Wayne A. Chouinard, P.E.
Town Engineer

CC: File



TOWN OF ARLINGTON DEPARTMENT OF PUBLIC WORKS

APPLICATION FOR TOWN OF ARLINGTON DPW CONTRACTOR LICENSE

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☒ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☐ Driveway Work ☐ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: G & R Construction, Inc.

Select One: ☒ Corporation ☐ Partnership ☐ Proprietorship ☐ Other: _____

Street Address: 253 Centre Street City/Town: Quincy State: MA

Primary Phone: (781) 849-9093 E-mail: Rmorel@grconstruction.net

Length of Time in Business under the same Firm Name: 54 years

Full Name(s) of Principal(s): Dennis P. Morel, Robert J. Morel

Primary Contact Person: Don Washburn, Sitework Superintendant, 508-441-8917

Experience/Previous Work

Nature of Typical/Standard Work: General Contractor that performs all sitework on our own building projects

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: 45,000,000

Total Amount of such construction last year: 35,000,000

Total Amount of such construction next previous year: 35,000,000

Municipal References - Please Attach Written Reference Letters

Municipality: Westwood Dept of Public Works

Primary Contact Name: Brendan Ryan Email: bryan@townhall.westwood.ma.us

Municipality: Medfield Dept of Public Works

Primary Contact Name: David O'Toole Email: dotoole@medfield.net

Municipality: Medford Dept of Public Works

Primary Contact Name: Dave Proctor Email: dproctor@medford.org

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: Eastern Bank, Joseph Richardi VP Phone: 617-689-8823

Federal Tax ID or Social Security #: _____

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: *Robert J. Morel* Date: Sept 7, 2016

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 14, 2016

Robert J. Morel
G & R Construction
253 Centre Street
Quincy, MA 02169

Dear Mr. Morel:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, September 26th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Request: Contractor/Drainlayer License

Summary:

Catalano Builders, Inc., 31 Arnold Street, Needham, MA

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Catalano_Builders.pdf	Engineering recommendation, Town application, Meeting notice



Engineering Division

TOWN OF ARLINGTON
Department of Public Works
51 Grove Street
Arlington, Massachusetts 02476
Office (781) 316-3320 Fax (781) 316-3281

MEMORANDUM

To: Board of Selectmen
From: Engineering Division
Re: Approved Contractor License
Date: September 21, 2016

Dear Board Members,

Reference is hereby made to an application by John A. Catalano of Catalano Builders, Inc. to be accepted as an Approved Contractor in the Town of Arlington.

Contact information is as follows:

Catalano Builders, Inc.
31 Arnold Street
Needham, Ma.
Ph: 781-444-6355
Email: Catalano14@Verizon.net

We were unable to obtain a response from the references provided.

Wayne A. Chouinard, P.E.
Town Engineer

CC: File



Town of Arlington Department of Public Works

Application for Town of Arlington DPW Contractor License

Directions: Please complete ALL fields below and deliver the completed application to the Department of Public Works Engineering Department at 51 Grove Street for Processing and Submission to the Board of Selectmen. Please also include in your submission a \$75.00 application fee in the form of a check payable to the "Town of Arlington". Any questions regarding this application form or procedure should be directed to the Town of Arlington Engineering Department at 781-316-3386.

Scope of Work

Please indicate the scope of work you intend to perform as a DPW Approved Contractor in the Town of Arlington (check all that apply):

☐ Water ☐ Sanitary Sewer ☐ Stormwater Drainage ☐ Sewer/Drain Inspection ☒ Driveway Work ☒ Curb/Sidewalk Work

Applicant Information

Applicant/Firm Name: CATALANO BUILDERS, INC.

Select One: ☐ Corporation ☐ Partnership ☒ Proprietorship ☐ Other: _____

Street Address: 31 ARNOLD ST City/Town: NEEDHAM State: MA

Primary Phone: 781 444 6355 E-mail: CATALANO14@VERIZON.NET

Length of Time in Business under the same Firm Name: 40 YRS

Full Name(s) of Principal(s): JOHN A CATALANO

Primary Contact Person: JOHN A CATALANO

Experience/Previous Work

Nature of Typical/Standard Work: CONCRETE / EXCAVATION

Have you ever performed this type of work in Arlington: ☐ Yes ☒ No

If Yes, Please provide Location: _____ Approximate Date: _____

Total Amount of such construction this year: \$450,000

Total Amount of such construction last year: \$375,000

Total Amount of such construction next previous year: TBD ? \$350,000

Municipal References - Please Attach Written Reference Letters

Municipality: TOWN OF WACHTMAN

Primary Contact Name: JOHN PIZZI Email: ~~781-314-3834~~ 781-314-3834

Municipality: TOWN OF NEWTON

Primary Contact Name: LOU TAVERNA Email: LTAVERNA@NEWTONMA.GOV

Municipality: _____

Primary Contact Name: _____ Email: _____

Banking/Financial References - Please Attach Written Reference Letters if Available

Bank Reference: SANTANNER (NEEDHAM MA) Phone: 781 444 7768

Federal Tax ID or Social Security #:

Note to Town Staff: Redact Social Security # before releasing document

Your social security number or federal identification number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licenses who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law, Chapter 62C, Section 49A.

Signature/Endorsement

By signing below, I certify that under the penalties of perjury that to the best of my knowledge and belief all information on this application is true and correct. I also certify by signature below that I/we have filed all state tax returns and paid all state taxes as required by law. I also hereby agree to conform in all respects to the conditions governing such license as printed in the By-Laws of the Town, and such other rules and regulations as the Selectmen and/or Department of Public Works may establish.

Applicant Signature: John A Catalano Date: 9/20/16

Reset Form

Print Form

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 22, 2016

John Catalano
Catalano Builders, Inc.
31 Arnold Street
Needham, MA 02492

Dear Mr. Catalano:

The Board of Selectmen will be discussing your request for a License to do Drainlaying in the Town of Arlington on Monday, September 26th in the Selectmen's Chambers, Town Hall, 2nd Floor. The meeting begins at 7:15 p.m. It is not a requirement that you attend the meeting.

If you have any questions, please do not hesitate to contact this office.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr



Town of Arlington, Massachusetts

Appointments of New Election Workers: (1) Betty Stone, 99 Harlow Street, D, Pct. 7

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	Election_Worker_Master_Record.pdf	Master Record

ELECTION WORKER'S MASTER RECORD

Date: 9/14/16

Check One: ✓ New Employee
 Change to Existing Employee

Vendor #		Position	INSPECTOR
Name:	Betty STONE	Democrat	✓
Address:	99 HARLOW STREET	Republican	
		Unenrolled	
Zip Code	02476	Precinct	7
Alpha/ Last Name		Phone #	781-648-1066

Position Codes:

10 – Warden	60 – Deputy Clerk
20 – Deputy Warden	70 – Teller
30 – Inspector	80 – Substitute
40 – Deputy Inspector	90 – Custodian
50 – Clerk	



Town of Arlington, Massachusetts

CITIZENS OPEN FORUM



Town of Arlington, Massachusetts

Report: Community Preservation Committee

Summary:

- a) Article 4 Appropriation/CPA - Jason Russell House
- b) Article 5 Appropriation/CPA - Old Schwamb Mill

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	COMMUNITY_PRESERVATION_COMMITTEE_WARRANT_ARTICLES.docx	WARRANT ARTICLES
▢ Reference Material	Original_Grant_Application_Jason_Russell_House_.PDF	Original Grant Application Jason Russell House
▢ Reference Material	Original_Grant_Application_Old_Schwamb_Mill.pdf	Original Grant Application Old Schwamb Mill
▢ Reference Material	CPA_STM_Oct16_WarrantArticles_and_Votes_(1).pdf	Recommended Votes of the Community Preservation Committee

COMMUNITY PRESERVATION COMMITTEE WARRANT ARTICLES:

[illegible]

To see if the Town will vote to appropriate \$35,000 from the Community Preservation Fund for preservation work and an engineering assessment of building conditions at the Jason Russell House to preserve historic resources; or take any action related thereto.
(Inserted at the request of the Community Preservation Committee)

ARTICLE 5

APPROPRIATION/CPA - OLD SCHWAMB MILL

To see if the Town will vote to appropriate \$20,000 from the Community Preservation Fund for a new roof and trim at the Old Schwamb Mill barn to preserve historic resources; or take any action related thereto.

(Inserted at the request of the Community Preservation Committee)

Community Preservation Committee Town of Arlington CPA Funding


Project Title Historic Preservation of the Jason Russell House

Applicant/Contact Person George H Parsons, Jr

Organization Arlington Historical Society

Mailing Address 7 Jason St, Arlington, MA

Telephone 617 823 7259 E-mail ghparsons@msn.com

Signature  Date February 21, 2016

CPA Category (check all that apply): ☐ Community Housing ☒ Historic Preservation ☐ Open Space ☐ Recreation

Amount Requested \$35,000 Total Project Cost \$35,000

PROJECT DESCRIPTION: Attach answers to the following questions. Applications will be returned as incomplete if all requested information is not provided. Include supporting materials as necessary.

1. Goals: What are the goals of the proposed project?

The goals of the project consist of two main elements.

The first is urgently needed historic preservation of the Jason Russell House (JRH). This entails replacement of fascia, soffit, gutters and clapboards that have been compromised due to weather and rot. In addition, bricks in the central chimney are loose and the entire chimney needs to be rebuilt. Lastly, mortar in the fieldstone foundation is crumbling and needs to be replaced.

The second element of the project is an architectural/engineering study to determine what is required to stabilize the structure of the JRH for periods of 25 years, 50 years and 100 years to preserve this historical and architectural treasure for future generations.

See Attachments 1 and 2.

Attachment 1 is a letter report from the engineering firm of Simpson, Gumpertz and Heger (SGH) regarding their findings on the Jason Russell House and some plans on how to remediate the sill and foundation issues and suggestions for future work.

Attachment 2 is the C.V. of Matthew Bronski, P.E. who is the architect who prepared this letter report.

2. Community Need: Why is the project needed? Does it address needs identified in existing Town plans?

The JRH is one of the historic treasures of Arlington. Very few other towns in the US have a structure that played a direct role in the earliest days of the American Revolution and is still standing today. Structures that are this old require careful restoration. JRH is identified in the Arlington Master Plan as an important historical resource. (Arlington Master Plan, Your Town, Your Future, Adopted February 4, 2015, pages 113 and 121). It played a critical role in the first major Battle of the Revolutionary War, as the British Army retreated from its failed foray into Lexington and Concord.

3. Community Support: What is the nature and level of support for this project? Include letters of support and any petitions.

The Arlington Historical Society which owns and operates the JRH has an active membership list of approximately 220 members, the majority of whom are Arlington residents. The Society maintains an active presence in the Community with guided tours of the JRH for all third graders in the Arlington and Arlington Catholic school systems and has done so for decades. Visitors from Arlington and all over the US and overseas visit the JRH annually for guided tours on summer weekends. In 2015 we hosted more than 507 visitors and conducted more than 130 tours of the JRH. The Society has also hosted Minutemen reenactments of the events of April 19th, 1775 on the lawn of the JRH and provides space for exhibitions of colonial era crafts such as ice harvesting and wooden tool making during Town Day. Most recently we provided space on the lawn of the JRH for a mastodon two dimensional sculpture that was illuminated during the evening in the holiday season.

Please see attached letters of support from Mr. Denny Conklin of the School Department and a personal letter of support from Ms. JoAnn Robinson who is member of both the Historical Commission and the CPC. Additional letters of support have been requested from the Historic District Commission and the Board of Selectmen.

Attachment 3 is Mr. Conklin's letter

Attachment 4 is Ms Robinson's letter

Attachment 5 is blank at this writing

Attachment 6 is blank at this writing

4. Project Documentation: Attach any applicable engineering plans, architectural drawings, site plans, photographs, any other renderings, relevant studies or material.

See attached CMC estimate for fascia boards, gutters and soffits.

Attachment 1 SGH Letter Report and Attachment 7 CMC estimate

5. Timeline: What is the schedule for project implementation, including a timeline for all critical milestones?

Preservation work on the gutters, chimney and foundation could be started in Q3 2016 and completed by the end of Q4 2016. The architectural/engineering study would run concomitantly.

6. Credentials: How will the experience of the applicant contribute to the success of this project?

See attached resume for Matthew Bronski (Attachment 2). We cannot guarantee that he will do this work due to some issues with the co-pending Massachusetts Preservation Fund grant requirements, but he represents the caliber of professional we expect to involve in the project.

7. Budget: What is the total budget for the project and how will funds be sourced and spent? All items of expenditure must be clearly identified. Distinguish between hard and soft costs and contingencies. (NOTE: CPA funds may not be used for maintenance.)

Gutter work: Deposit of \$3300

Midway payment of \$3000

Completion payment of \$3700

Chimney Work Deposit of \$2000

Midway payment of \$1500

Completion payment of \$1500

Foundation Work Deposit of \$2000

Midway payment of \$1500

Completion payment of \$1500

Engineering Feasibility Study

Deposit of \$5000

Midway payment of \$5000

Completion payment of \$5000

8. Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

We are preparing a Massachusetts Preservation Projects Fund grant. If we are successful, it would be issued at about the same time as the CPA grant.

9. Maintenance: If ongoing maintenance is required for your project, how will it be funded?

The Arlington Historical Society will take responsibility for ongoing maintenance.

10. Impact on Town Budget: What, if any, potential secondary effects will your proposed project have on the Town's Operating Budget? Are there any capital projects that rely on the successful completion of your project?

No impact on the Town's Operating Budget is anticipated. No capital projects need be completed.

Additional CPA grant funding will be applied for in subsequent years to execute the longer term stabilization of the JRH.

ADDITIONAL INFORMATION: Provide the following additional information, as applicable.

1. Control of Site: Documentation that you have control over the site, such as a Purchase and Sales Agreement, option or deed. If the applicant does not have site control, explain what communications have occurred with the bodies that have control and how public benefits will be protected in perpetuity or otherwise.

We are currently working with an attorney, Mary Winstanley O'Connor, to get a copy of the deed, but www.masslandrecords.com lists a deed for the property as belonging to the Arlington Historical Society in Book 07811, page 289 dated October 10, 1951. It is document #7811243.

2. Deed Restrictions: In order for funding to be distributed, an appropriate deed restriction, meeting the requirements of Chapter 184 of Mass General Laws pursuant to section 12 of the Community Preservation Act, must be filed with the CPC. Provide a copy of the actual or proposed restrictions that will apply to this project.

We are also working with Ms. O'Connor on this document as well. As a Historical Society, preservation of the Jason Russell House for future generations is embedded in our Mission Statement

3. Acquisitions: For acquisition projects, attach appraisals and agreements if available. Attach a copy of the deed.

None

4. Feasibility: Provide a list of all further actions or steps that will be required for completion of the project, such as environmental assessments, zoning approvals, and any other known barriers to moving forward.

In a telephone discussion with Mr. Richard Vallarelli, the Town Building Inspector, no issues that would prevent issuance of a building permit were identified. See Attachment 8

Attachment 8 is a print out of a confirmatory email sent to Mr. Vallarelli

5. Hazardous Materials: Provide evidence that the proposed project site is free of hazardous materials or there is a plan for remediation in place.

One of the Board Members of the Arlington Historical Society, Dr. Paul Fennelly is a recognized expert in Environmental Science , Pollution Control , and Soil and Groundwater Remediation . Dr. Fennelly has toured the House and has seen no indication of hazardous materials being stored on site , and he has seen no indication of hazardous materials being present as a result of spills , leakage , or other activities at the site. Dr. Fennelly has seen nothing in the JRH that would require remediation.

6. Permitting: Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions or other laws or regulations. What permits, if any, are needed for this project? Provide the expected date of receipt for necessary permits, and copies of any permits already acquired.

See Amendment 8

7. Environmental Concerns: Identify all known wetlands, floodplains, and/or any natural resource limitation that occur within the boundaries of your submission.

None

8. Professional Standards: Evidence that appropriate professional standards will be followed if construction, restoration or rehabilitation is proposed. Evidence that the applicant and the project team have the proven or potential capacity to conduct the scope and scale of the proposed project, as evidenced by project leaders with appropriate qualifications and technical experience or access to technical expertise.

See Attachments 1 and 2

9. Further Attachments: Assessor's map showing location of the project.

See Amendment 9 An Assessor's map showing the JRH and surrounding property

REMINDER: Projects financed with CPA funds must comply with all applicable state and municipal requirements, including the state procurement law, which requires special procedures for the selection of products, vendors, services, and consultants. Project sponsors will be required to meet with Arlington's Town Manager before the Town enters into any contracts or issues any purchase orders. However, this requirement can be waived if adherence to procurement procedures will be overseen by a Town Department Head or other MCPPO certified third party.

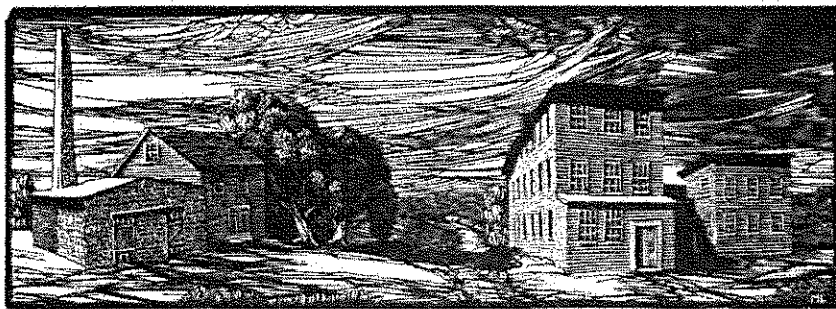
**COMMUNITY PRESERVATION COMMITTEE APPLICATION
FROM THE
SCHWAMB MILL PRESERVATION TRUST, INC.**



**PROPOSAL FOR FUNDING OF NEW ROOF
FOR PRESERVATION OF THE OLD SCHWAMB MILL BARN
OLD SCHWAMB MILL, 17-18 MILL LANE, ARLINGTON, MA 02476**

FEBRUARY 22, 2016

2016 CPC Application from THE OLD SCHWAMB MILL



THE OLD SCHWAMB MILL AT THE FOOT OF THE ROCKS

17 Mill Lane • Arlington, Massachusetts 02476 • Telephone 781-643-0554

February 20, 2016

Community Preservation Committee
c/o Adam Chapdelaine, Town Manager
Robbins Memorial Town Hall
730 Massachusetts Avenue
Arlington MA 02476

Dear Committee Members:

On behalf of the Board of Directors of the Schwamb Mill Preservation Trust, Inc., I am pleased to present this application for Community Preservation Act funds to assist the Mill in its mission of preservation. The project described in the application is to replace the wood shingle roof and trim on the Mill's Barn, a structure pre-dating the Mill itself and a key part of the Schwamb manufactory for over a century.

Today the Barn stands as a rare architectural survivor from Arlington's early history and a beautiful wooden structure alongside the Mill Brook. Historically, the Barn played vital part in the Schwambs' frame-making operation, housing its steam engine and supply of hardwoods.

Our application includes supporting information, including the attached report from a preservation architect. We look forward to answering specific questions that you may have.

The Community Preservation Act will make possible many improvements in the Arlington community and in the lives of citizens and visitors. This proposal, we believe, can contribute to these goals in many ways.

Sincerely,

Dermot Whittaker, President
Schwamb Mill Preservation Trust, Inc.

DIRECTORS OF THE SCHWAMB MILL PRESERVATION TRUST, INC.

Dermot Whittaker, President	Mark Spengler, Treasurer	Jennifer G. Aszling, Clerk
Rose Austin	Grace M. Dingee	Janet O'Riordan
Wayne A. Schwamb	Reed Snyder	Doreen F. Stevens
Robert B. Tanner		

2016 CPC Application from THE OLD SCHWAMB MILL

Community Preservation Committee Town of Arlington CPA Funding 2016 Application

One (1) electronic copy and three (3) hard copies of the completed Application must be submitted to the CPC by no later than Noon on February 22, 2016 in order to be considered for the 2016 Annual Town Meeting, with the electronic copy sent to: EMargolis@town.arlington.ma.us and the hard copies to: Community Preservation Committee, c/o Adam Chapdelaine, Town Manager Town of Arlington, 730 Mass Ave., Arlington, MA 02476

Applications will be date stamped and assigned control numbers in the order that the hard copies are received.

Project Title: Funding of New Roof for Historic Preservation of the Old Schwamb Mill Barn

Applicant: Schwamb Mill Preservation Trust, Inc.

Contact: Edward W. Gordon, Museum Administrator

Organization: Schwamb Mill Preservation Trust, Inc.

Mailing Address: 17 Mill Lane, Arlington MA 02476

**Telephone: 617-872-9001 Edward W. Gordon
781-643-0554 Old Schwamb Mill Tuesday and Saturdays only, 11 am to 3 pm**

Email: edwardwgordon@aol.com

Signature:  Date: February 20, 2016

CPA Category (check all that apply):

☐ Community Housing ☒ **HISTORIC PRESERVATION** ☐ Open Space ☐ Recreation

Amount Requested: \$20,000.00

Total Project Cost: \$20,000.00

2016 CPC Application from THE OLD SCHWAMB MILL

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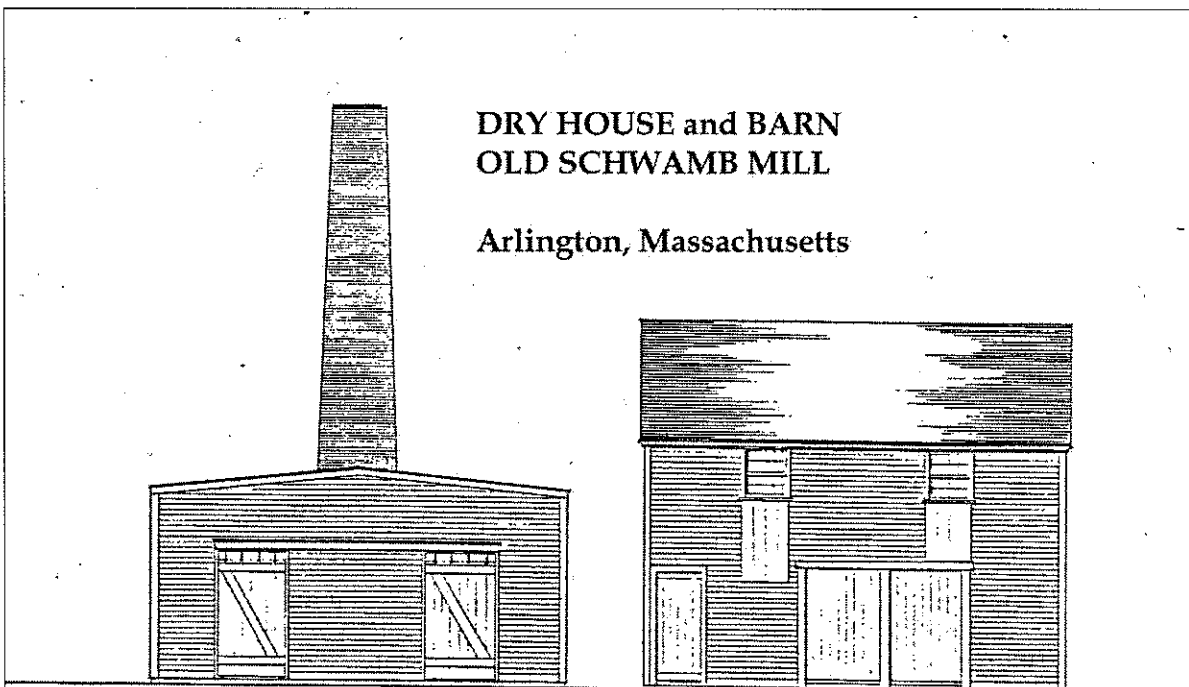
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The complete exterior envelope report for the Barn and Dry House by preservation architect John V. Goff is sent as a separate attachment and included in the printed application.

2016 CPC Application from THE OLD SCHWAMB MILL

1. PROJECT GOALS

The Schwamb Mill Preservation Trust, Inc., a charitable and educational non-profit organization, seeks funds from the Community Preservation Committee to replace the wooden shingle roof and trim on the Barn, the oldest structure in the Old Schwamb Mill complex. To preserve the integrity of this historic building, an intact roof is a necessity. Our request to the CPC is \$20,000.00 in funding for this important project.



THE BARN AT THE OLD SCHWAMB MILL

Listed in the National Register of Historic Places since 1971, the Old Schwamb Mill (OSM) is the oldest, continuously operating mill site in the United States. The main building occupies a mid-seventeenth century mill site used for sawmilling, grist milling, and spice production before being converted exclusively to oval picture frame production during the Civil War.

The three buildings that make up the Old Schwamb Mill complex are a unique set of structures. The Barn, framed with heavy timbers and mortise-and-tenon joints, was acquired by the Schwambs when they purchased the Mill and associated water rights in 1864. It predates the main Mill building itself. In 1873, the Schwambs repositioned the barn to house the Mill's steam engine, its second power source, to supplement

2016 CPC Application from THE OLD SCHWAMB MILL

the traditional water wheel. The Barn housed at least two different steam engines between 1873 and 1948, when steam power was discontinued. An underground drive shaft, still operable, connects the Barn to the main Mill.

The nearby Lexington and West Cambridge Railroad brought native and imported hardwoods to the Schwamb manufactory where they were kiln-dried in the neighboring Dry House, then sorted and stored on both floors of the Barn before transfer to the main Mill building for final cutting, finger-jointing, turning, and finishing.



**BEHIND-THE-
SCENES
TOURS OF
THE
OLD
SCHWAMB
MILL
BASEMENTS**

**SATURDAY
FEBRUARY 13
&
SATURDAY
FEBRUARY 20
2016**

2-3 PM

Today the Old Schwamb Mill, a living history museum, still employs an artisan to turn handmade oval and circular frames. The Mill buildings anchor approximately one-half acre in Arlington Heights with grass, brook, and garden areas. The two outbuildings, the Dry House and Barn, contribute both authenticity and ambience. The gentle garden and rushing brook, running freely behind the Mill, afford Arlingtonians and visitors oasis-like open space. While the upper floors of the Barn now house a commercial tenant, Shaker Workshops, the basement is part of a new Old Schwamb Mill tour. In a two year effort, Mill directors have organized materials in the basements of the main Mill building, the Dry House, and the Barn to tell more of the story of the machines and power systems that were part of early industrial development along Arlington's Mill Brook. In the Barn basement is the cast iron base and the drive shaft of the Houston, Stanwood and Gamble 10 x 14 "Class A" steam engine. This area is of particular interest to steam enthusiasts and industrial archaeology groups. As of February 2016, visiting tourists can now see the very foundations of the Old Schwamb Mill story in all three buildings. Barns like this, once widely in evidence in Arlington, are now a rarity. The Barn is an elegantly simple building, a wooden structure that gives depth and crucial context to an essential part of Arlington's history.

2016 CPC Application from THE OLD SCHWAMB MILL



Shaker Workshop Display in the Old Schwamb Mill Barn

The Barn, most likely of 18th century origin, houses the single retail showroom of Shaker Workshops, an international mail order catalogue business offering reproduction Shaker-style furniture and accessories in kits and finished form. Over 9,000 customers visit annually from throughout the Boston area to shop and pick-up their online purchases. Offering space for a small specialty retail shop provides the Old Schwamb Mill with a revenue stream and the Town of Arlington with “sales imports”—it attracts shoppers from the larger Boston metropolitan area— another Master Plan recommendation.

2016 CPC Application from THE OLD SCHWAMB MILL

2. COMMUNITY NEED

The Master Plan Goals for Historic & Cultural Resources seeks to maintain, protect, preserve, and promote historic and diverse cultural resources in all neighborhoods. In addition, the "A Vision for Arlington" portion of the Master Plan considers "Stewardship and promotion of our historic heritage" to be critical.

The Mill is historically significant both as a 19th-century picture frame manufactory that survives intact from the Civil War era, and as a complex of three buildings (the main Mill Building, the Barn, and Dry House), which together utilized water power and steam power more than 100 years ago to convert walnut, oak, cherry, and other North American and tropical hardwoods into finely crafted natural wood and gilded frames during America's "Gilded Age."

Since 1969, the Schwamb Mill Preservation Trust, Inc., one of three local nonprofit charitable educational organizations in Arlington, has maintained the Mill, the Barn, and the Dry House for preservation and "living history" museum purposes.



THE OLD SCHWAMB MILL AT THE FOOT OF THE ROCKS
17 Mill Lane • Arlington, Massachusetts 02476 • Telephone 781-643-0554

A VITAL HISTORIC RESOURCE

In 1969, the nonprofit Schwamb Mill Preservation Trust, comprised of four residents active in conservation matters, organized to rescue the Mill, the Barn, and the Dry House—one of the first examples in the country of grassroots historic industrial preservation. The Mill buildings are rare as vernacular architectural survivors that have maintained continuous industrial operations since establishment at this location by Charles Schwamb in 1864.

Crucial to the preservation effort and the historic value of the site is the preservation of the Mill and the two outbuildings. The Barn and the Dry House are physically connected to the Main Mill building via underground drive shafts and conduits. Understanding the intrinsic relationship among the three structures in

2016 CPC Application from THE OLD SCHWAMB MILL

turn connects us and visitors to our shared past. The Old Schwamb Mill is a community anchor with all that implies for the robust commercial and cultural health of Arlington Heights.

The Old Schwamb Mill and its many public programs exemplify the following goals from the Arlington Master Plan.

EDUCATION

We value learning for all Arlington citizens. We are responsible as a community for educating our youth and providing all ages with opportunities for educational growth.



*Preschoolers from Leslie-Ellis School walking up Mill Lane
after a May Field Trip to the Old Schwamb Mill*

The grounds and buildings of the Old Schwamb Mill attracted almost 2,000 visitors in calendar year 2015, and many of these visitors were Arlington's youngest citizens who were mesmerized by both the splashing of the brook and the drama of the spinning wood-and-metal lathes and leather belts. The Mill offers personalized tours, emphasizing its role in the early American economy with demonstrations of our frame-making operation. More than 1,000 Ottoson Middle School 7th grade technology students—a group in addition to the total number of visitors cited above—have toured the Mill as part of their curriculum on manufacturing technologies over the past decade.

International visitors from Canada, France, Germany, Iceland, Mexico, the Netherlands and the United Kingdom have toured the Old Schwamb Mill complex. Our out-of-state visitors last year included travelers from Arizona, California, Florida, New Mexico, Oklahoma and Oregon, as well as the New England and Mid-Atlantic States.

2016 CPC Application from THE OLD SCHWAMB MILL

Special tour groups within the past few years have included the Bedford Council on Aging, the New York City-based Initiative in Arts and Culture, a Mennonite homeschool group of Mendon, the German-American Business Council of Boston, and a Smith College Alumni Group—among others.

The Mill represented Arlington in the Freedom's Way Heritage Association's Hidden Treasures Weekend program of May 2015. (Freedom's Way is a National Park Service affiliate that encourages heritage tourism in 45 participating communities in eastern Massachusetts and southern New Hampshire.) During this special weekend, Old Schwamb Mill volunteers offered talks on Boston-area buildings with German connections as well as mill tours and three receptions.

We have been featured on WGBH's *This Old House*, broadcast to a national television audience, which led directly to increased visitation to the Mill as well as local businesses—especially area restaurants. Feature articles about the Mill have appeared in such national publications as *Fine Tool Journal* and *Woodworker's Journal*. The Mill is one of the most-photographed buildings in Arlington which provides the town free, positive publicity in addition to highlighting Arlington's role in preserving important historic sites.

The Old Schwamb Mill has generously hosted a variety of community groups. These events included receptions for the Arlington Bike Committee, League of Women Voters (Arlington Branch) and the Arlington Chamber of Commerce. This fall we collaborated with the Town of Arlington's Arts and Culture liaison, Amy Mongeau, to produce a very well-attended Crafts Fair featuring local crafters.

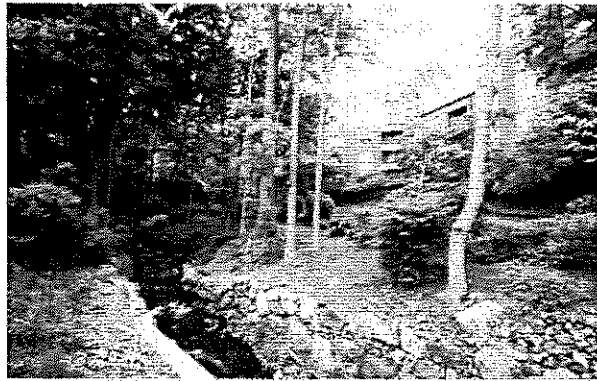
THE ENVIRONMENT

We value the physical beauty and natural habitats of our Town...as they contribute to the well-being of our Town.

A Heritage Landscape Study of The Massachusetts Department of Conservation and Recreation identified Mill Brook as a priority landscape because of its deep historic and cultural roots.

The Barn, as an important element of the one-half acre Old Schwamb Mill complex, stands as a tribute to the town's goal of preserving and maintaining meaningful material ties to the Arlington past in an open setting for the enjoyment of all. The location of the Barn, nestled next to Mill Brook and close to the Minuteman Bikeway, enhances the role that the property plays in increasing the positive livability of this neighborhood of Arlington. The Mill's founding trustee, Patricia Fitzmaurice (1923-2001) designed the eight interpretive signs, featured along the Minuteman Bikeway, which were produced at no cost to the public by a Mill-solicited donation from RCN.

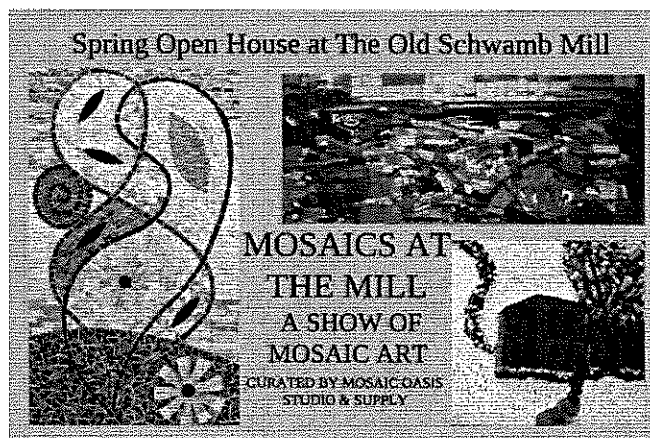
2016 CPC Application from THE OLD SCHWAMB MILL



The Mill Brook runs along The Old Schwamb Mill

CULTURE AND RECREATION

We value the many opportunities to meet, play and grow in Arlington while treasuring and preserving our unique historical resources. Our social, cultural, artistic, historic, athletic, recreational, and other community groups strengthen Town life. We will be known for the breadth and richness of our resources and activities available to Arlington citizens.



The "Mosaics at the Mill" art show (sponsored by Arlington's Mosaic Oasis) held in conjunction with the Mill's Spring Open House, attracted standing-room-only visitors throughout the day.

The vision statement of Arlington's Master Plan emphasizes the stewardship and promotion of our historic heritage. The plan states: "Historic Resources are the physical remnants that provide a visible connection with the past. These include Arlington's historic buildings and structures, objects and documents, designed landscapes, and cemeteries." The Old Schwamb Mill is a working, living history museum that honors the industrial legacy of the Mill Brook and occupies the third historic mill privilege along this waterway.

Our art exhibits feature the works of artists drawn primarily from the creative communities of Arlington and surrounding cities and towns. Similarly we hire local musicians for two or more annual performances, one of

2016 CPC Application from THE OLD SCHWAMB MILL

which will be supported by the Arlington Local Cultural Council, a program of the Massachusetts Cultural Council, this year.

The Barn, an intrinsic constituent of the Old Schwamb Mill, is vital to the OSM's identity as a special destination to those interested in the arts, culture and history.

BUSINESS

We value Arlington's diverse and accessible mix of merchants and service providers. We will be known for our vibrant, attractive commercial centers supporting the primarily residential and historic character of the Town.



MBTA Bus Number 77 bringing commuters to Arlington Heights.

The value of the Old Schwamb Mill is significant for its current and potential role in supporting cultural tourism, particularly in relation to its historic significance. By preserving the Barn's integrity as a cultural resource, Arlington will be able to offer both residents and visitors the opportunity to appreciate its uncommon place in our town's development. In particular the health and well-being of the Mill complex adds to the vibrancy of the Arlington Heights area, generating support for the stores and restaurants located here as well as throughout the town.

The entrepreneurial element of the Mill is two-fold: the healthy frame business generates monies that support the Mill's activities, and the rent income from Shaker Workshops, our Barn tenant, and Masterwork Conservation, our Mill tenant, is vital to the economic health of the Mill; no one part of the complex thrives without the good health of the others.

2016 CPC Application from THE OLD SCHWAMB MILL

3. COMMUNITY SUPPORT

We are pleased to present letters of support from prominent member of the Arlington community.

- Richard Duffy
- Lenore and Howard Winkler
- Marjorie Cohn
- John Mirak
- Adria Arch
- Gary Blanchette
- Donald Marquis
- Greg Porfido

Their letters of support appear beginning on page 30.

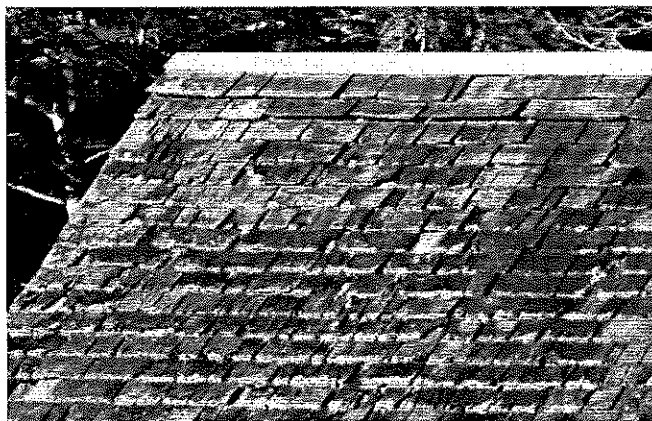
2016 CPC Application from THE OLD SCHWAMB MILL

4. PROJECT DOCUMENTATION

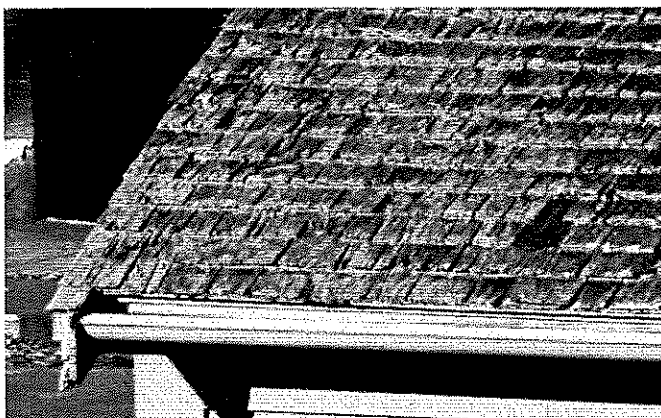
These images of the Barn Roof show the deterioration of the roof shingles.



Full view of Barn roof.

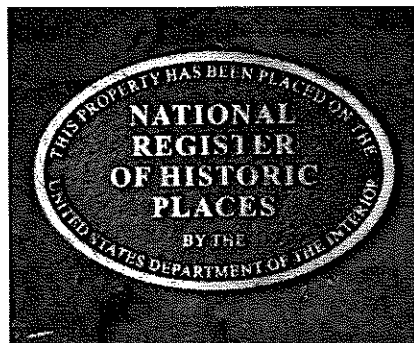


Barn Roof South Top: Right



Barn Roof South Bottom: Right

2016 CPC Application from THE OLD SCHWAMB MILL



Title: Old Schwamb Mill

National Register Information System ID: 71000081

Applicable Criteria: EVENT

Architectural Styles: NO STYLE LISTED

Architects: Unknown

Areas Of Significance: INDUSTRY

Periods Of Significance: 1900-1924
1875-1899
1850-1874
1925-1949

Significant Years: 1860
1870
1900

Resource Type: BUILDING

Related Collections: National Register of Historic Places Collection

Resource Format: Pdf

File Size (bytes): 22151

Date Published: 10/7/1971

Parks: National Register of Historic Places
State: Massachusetts
County: Middlesex County

Locations: Arlington ; 17 Mill Lane and 29 Lowell St.
MASSACHUSETTS ; Middlesex ; Arlington

Asset ID: 90701150-b822-494a-ac49-a4c1c35eba16



2016 CPC Application from THE OLD SCHWAMB MILL

Massachusetts Cultural Resource Information System MACRIS

[MHC Home](#) | [MACRIS Home](#)

[Login](#)

For more information about this page and how to use it, [click here](#).

Inventory No:	ARL.33 	
Historic Name:	Old Schwamb Mill	
Common Name:	Millbrook Art Center	
Address:	17 Mill Ln	
City/Town:	Arlington	
Village/Neighborhood:	Arlington Heights	
Local No:	19; 558	
Year Constructed:	r 1860	
Architect(s):		
Architectural Style(s):	Not researched	
Use(s):	Art Gallery; Grist Mill; Industrial Complex or District; Museum; Saw Mill; Woodworking Mill	
Significance:	Archaeology; Historic; Architecture; Education; Engineering; Industry	
Area(s):		
Designation(s):	Nat'l Register Individual Property (10/7/1971); Preservation Restriction (11/5/1975); Preservation Restriction (6/23/1999)	
Building Material(s):	Roof: Asphalt Shingle Wall: Wood Clapboard; Asphalt Shingle; Wood Shingle; Wood; Timber Foundation: Stone, Uncut; Brick; Granite	

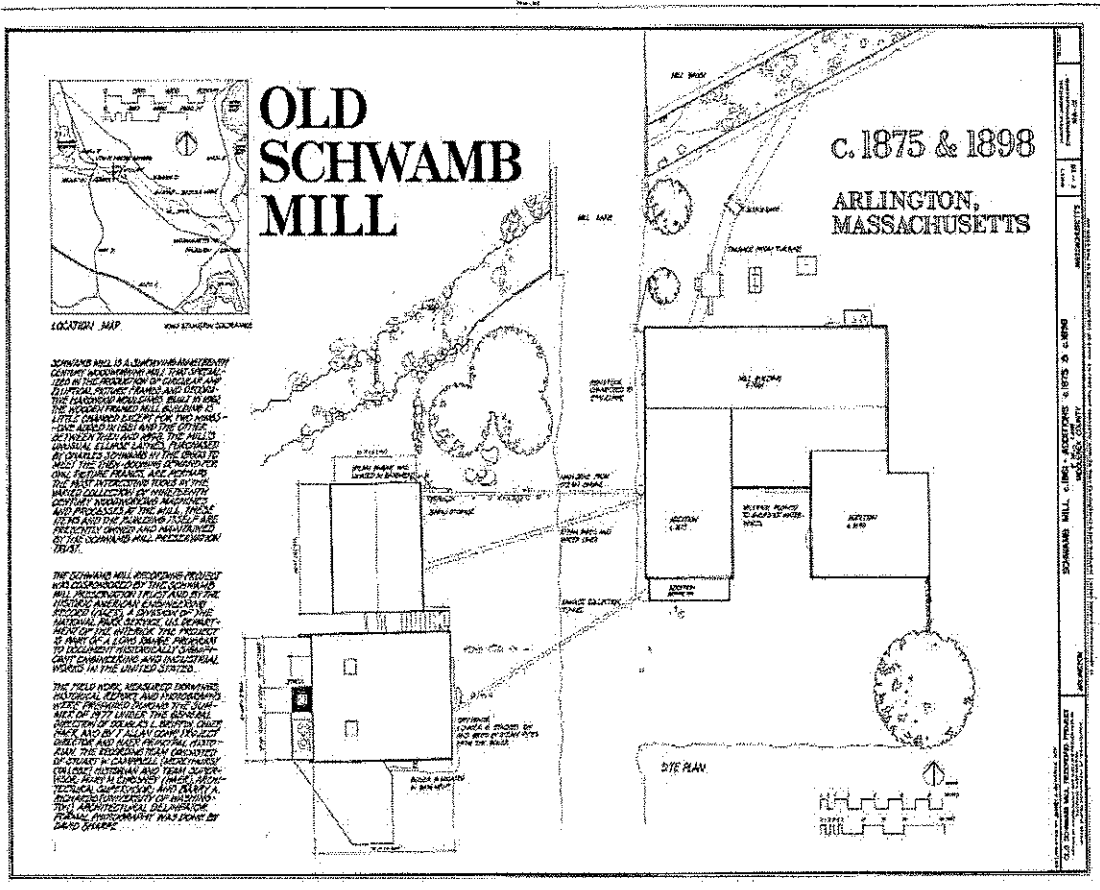
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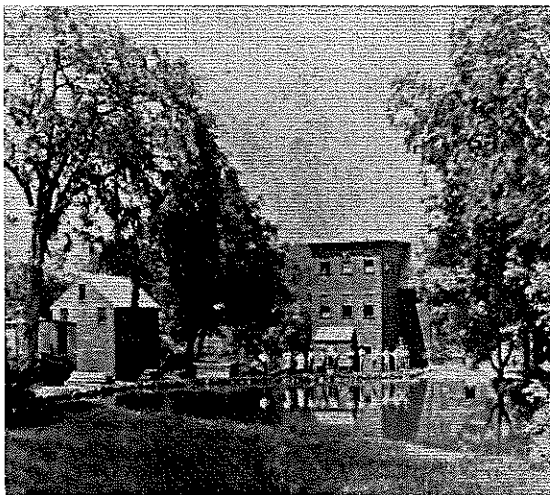
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URL: <http://mhc-macris.net/Details.aspx?Mhcid=ARL.33>

2016 CPC Application from THE OLD SCHWAMB MILL



From HAER at <http://www.loc.gov/pictures/collection/hh/item/ma1024/>



The Charles Schwamb two-story lumber storage Barn, flanked by one-story Dry House, and three-story Main Mill building, ca 1878.

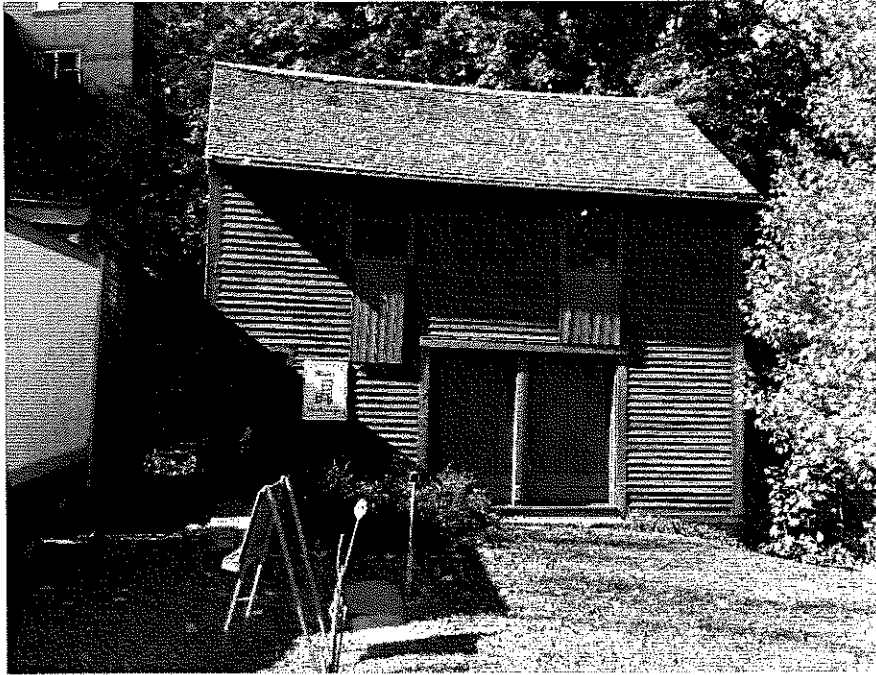


The Barn and Mill Building in 1907

2016 CPC Application from THE OLD SCHWAMB MILL

An official architectural survey documenting the need for a new roof on the barn was conducted in 2013. See attached "Exterior Envelope Survey for Mill Buildings" prepared by John V. Goff, M.Arch, dba, Historic Preservation & Design, Salem, MA, dated October 2013.

The most relevant entry from page 11 appears below.



Barn: East Elevation

Barn: East Elevation (view from Mill 2nd floor)

Problems:

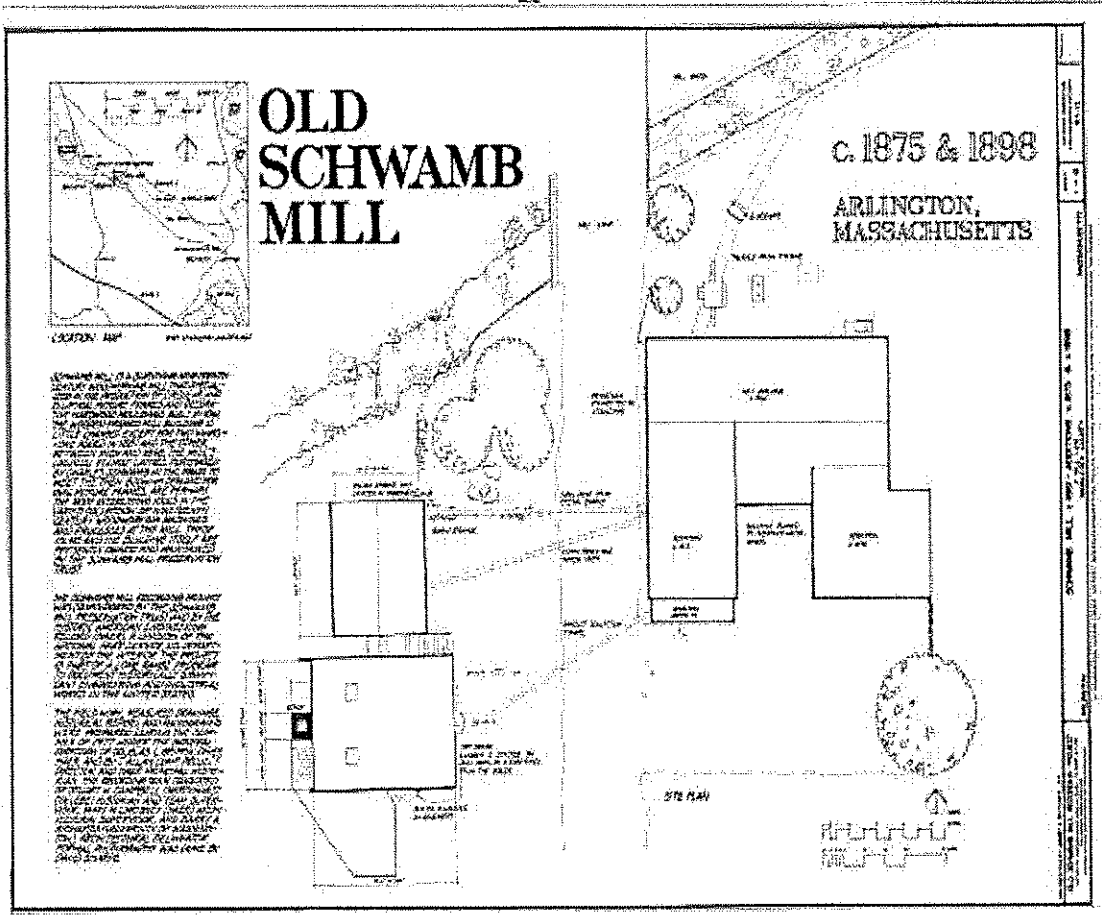
- Gutters clogged with leaves
- Roof of wood shingles is extremely old, eroded, and damaged with moss growth, etc.—ROOF NEEDS REPLACING.
- Red building paint is faded to pink-purple and chalky finish---WALLS NEED REPAINTING
- Blistering and peeling paint in many areas and
- Trim rotted in many areas—TRIM REPAIR WORK needed.
- Light fixture damaged over steps south of building.

Items 1, 3, 4 and 6 (gutters, building paint, light fixture) have all been addressed in the Mill's normal ongoing upkeep.

2016 CPC Application from THE OLD SCHWAMB MILL

- The Schwamb Mill was the subject of a Historic Buildings Survey, an Engineering Record, and a Landscapes Survey in 1977, sponsored by the National Park Service. The drawings, photos, and reports are on repository with the Library of Congress.

They are online at: <http://www.loc.gov/pictures/collection/hh/item/ma1024/>



2016 CPC Application from THE OLD SCHWAMB MILL

5. TIMELINE

Replacing the roof of the Barn (the building that housed the Schwambs's steam engine) is a straightforward task. As architect John Goff reports and the photos above illustrate, shingles are visibly warped and split and should be replaced before leaking causes damage to the structure and its contents.

The rafters and decking boards are visible from below. We do not anticipate that any substantial amount of work will be required for the substructure..

Replacing the shingles will require several days of work by a roofing crew once we have a commitment for funding and the Town issues a building permit. The entire job including protection of plantings, removal of old shingles, disposal, rain protection, installation of new shingles and edging, repair of trim boards, weather coating and site cleanup, will take fewer than eight working days of good weather.

Our goal is to begin the project in the summer of 2017 or sooner as resources allow.

2016 CPC Application from THE OLD SCHWAMB MILL

6. CREDENTIALS

The Board of Directors of the Schwamb Mill Preservation Trust, Inc., operates an effective, efficient non-profit. The directors devote many hours as unpaid professionals to the goal of preserving the Old Schwamb Mill complex. The Board currently includes ten directors with a broad range of professional and personal expertise. Active involvement with the Mill (maintenance, finances, research, curatorial/archival work, event planning, landscaping, and communication, etc.) averages eleven years for these directors; their cumulative Mill experience is nearly 120 years.

As of today, tenure on the board itself ranges from one to ten years. Abilities represented by board members are in the following important areas: finance (2), engineering (2), history (3), archiving/curatorial (4), information technology (3), grant writing (4), public writing (5), sales (2), public relations (3), German language (2).

The Mill benefits from two other resources: Advisory Council and hired consultants (staff). Our Advisory Council members have both a strong interest in the Mill and competencies in areas that supplement that of the directors. Besides seeking their advice on case-by-case basis, the directors are instituting a twice yearly opportunity to invite the Advisory Council as a group for discussions on one or two focused questions per session, and open-ended discussion. The current Advisory Council includes persons with knowledge in historical, curatorial, preservation, and legal matters. Four members are past directors or trustees of the Schwamb Mill Preservation Trust. Beyond the formal Advisory Council, the Mill maintains contact with dozens of former trustees, directors, artisans, support staff and donors whose collective experience with the Mill and its preservation go back to its birth as a living history museum in 1969, and in the case of former employees of the Schwambs's business, even earlier.

Hired consultants include the Mill's frame maker and turner, who also has tremendous professional experience with period machinery, including more than twenty years' experience with the Mill's own machinery and power systems; a museum programs director of fourteen years, with four decades of experience in architectural history focused on Massachusetts; and a museum assistant with administrative, writing and publicity experience.

Board member Robert Tanner oversees much of the facilities management of the Barn and Mill. He was corporate facilities manager for Olympus, NDT Division, where he was responsible for eight factories and offices in the U.S., Canada and Bahrain. He specified and supervised construction projects in Waltham, Massachusetts, Washington State, Houston, and Bahrain. Individual project costs ranged from \$150 thousand to \$2.5 million.

2016 CPC Application from THE OLD SCHWAMB MILL

7. BUDGET

We have verbal quotations from two licensed roofing contractors.

We are requesting \$20,000 based on those estimates. Of the \$20,000, we are carrying \$2,000 contingency and \$2,000 architect's fee. We are not requesting funds for maintenance costs.

Supervision: Robert Tanner, member of the Board of Directors will be present on site during construction. John Goff, AIA will be the architect of record. Mr. Goff's firm developed a detailed specification for the roof replacement and this document will be the model for the proposed work.

All Old Schwamb Mill preservation projects adhere to the Secretary of the Interior's Standards for the Treatment of Historic properties.

8. OTHER FUNDING

To cover the costs of both normal operations and larger maintenance expenditures, the Mill has three sources of funds: donations, monies from frame sales, and rent from two craft-based industries that operate independently in the Mill's basement and Barn spaces. Donations include contributions from visitors and responses to both a strong Friends of the Mill appeal in April and an Annual Appeal in October. The Mill has diligently grown its donor base through electronic and mailed communications with repeat visitors. At the same time, the Mill has also invested in improvements such as a more efficient heating system to reduce long-term costs of operation and a new stairway, affording the display area with a second egress. In order to address extraordinary project expenses such as the barn roof, the Mill must look beyond its regular sources of revenue. While the Barn roof will certainly be featured in fundraising throughout 2016, even an increased donor response will not cover the costs this much needed project.

2016 CPC Application from THE OLD SCHWAMB MILL

9. MAINTENANCE

The Schwamb Mill Preservation Trust, Inc. plans to continue to provide at our own expense, as it has in the past, regular maintenance for all work done on the Barn as well as the main Mill Building and Dry House that make up the Old Schwamb Mill. Once the roof is replaced, our Facilities Committee will monitor its condition to ensure that it remains weatherproof to protect the structures, artifacts, and products for which it is responsible. On an annual basis, we perform miscellaneous gutter, sill, and wood repairs as needed as well as caulking and painting the exterior of the building.



*Barn Door being repaired
and painted, fall 2014*

The Old Schwamb Mill leadership and volunteers take their role as stewards of the property seriously, through conscientious and rigorous upkeep for nearly fifty years. Our efforts at keeping the property well maintained even include removing tires, shopping carts, and assorted debris from Mill Brook.

10. IMPACT ON TOWN BUDGET

The Old Schwamb Mill does not receive regular financial support from the Town. Since 1969, when a small visionary group of Arlington residents (led by preservationist Patricia Fitzmaurice) had the foresight to rescue the Old Schwamb Mill from demolition, the Trust has rallied volunteers, solicited donations of material, sought and received public and private funds to preserve and maintain the Old Schwamb Mill in order to deliver high quality educational programs in an environment that is safe for the public.

We have received substantive support for these and other projects generated by regular, ongoing fundraising efforts. These appeals have generated generous support from our friends and donors, as well as several in-kind donations that have allowed us to serve as successful caretakers of the Mill buildings.

As we embark on a revitalized effort to preserve these complex structures, local support is critical in order to leverage additional private and public, state and federal, support.

2016 CPC Application from THE OLD SCHWAMB MILL

ADDITIONAL INFORMATION

1. Control of Site

The Schwamb Mill Preservation Trust's control over the Mill site came incrementally, beginning with the Declaration of Trust of the Schwamb Mill Preservation Trust instrument dated September 3, 1969 and achieving partial resolution on January 16, 1970. This is registered with the Middlesex South Registry of Deeds (Registered Land Division) on Certificate of Title No. 131878, for premises known as 17 Mill Lane, Arlington. This is found in Registration Book 789, Page 128.

In 1988-89, the SMPT acquired the Barn and Dry House from the developers of the Watermill Place Condominiums who embraced the history of the Old Schwamb Mill and found their theme in naming their project the Watermill Place Condominium Trust. On January 3, 1989, they conveyed ownership of these buildings, as recorded in Registry Book 19572, Page 151 (Recorded Land Division).

2. Deed Restrictions

Pursuant to M.G.L. chapter 184, section 32, there is an existing Preservation Restriction Agreement approved on May 11, 1999 (by Judith B. McDonough, Executive Director, Massachusetts Historical Commission (MHC)), notarized by Elsa N. Fitzgerald, MHC Assistant Director, and executed on behalf of the SMPT on May 17, 1999 (Patricia C. Fitzmaurice, Managing Trustee). This Restriction was entered into in connection with successful participation of the OSM in the MHC's Massachusetts Preservation Projects Fund (MHC/MPPF) Round IV of historic preservation grants (application submitted January 9, 1998). The restriction is registered with the Registered Land Division (Book 789, Page 128) as Document 1110541, filed June 23, 1999. The Registered Land Division retains the original document. A photocopy is available on request.

3. Acquisitions

Not applicable

4. Feasibility

Addressed in the application.

5. Hazardous Materials

None evident.

2016 CPC Application from THE OLD SCHWAMB MILL

6. Permitting

A roofing permit, and possibly other permits from Town inspectional services will be required prior to commencement of any work. Additionally, since at least a portion of the Barn is within the 25-foot buffer zone of a jurisdictional resource of the Conservation Commission (and all three buildings are within the 100-foot buffer zone), a meeting with, and probably Notice of Intent to, the Conservation Commission will be required under the Wetlands Protection Act and the Town Wetlands bylaw. We also note the requirements for adherence to applicable state and municipal requirements, such as procurement procedures, consultation with the Town Manager and oversight by a Town department head, as cited in the "REMINDER" on page A-12 of the 2016 Application Process white paper dated 01/04/2016.

7. Environmental Concerns

As cited under item 6. Permitting above, proximity of the entire site to a wetland resource, namely a "river," in the form of Mill Brook, requires consultation with and reporting by determination of the Arlington Conservation Commission.

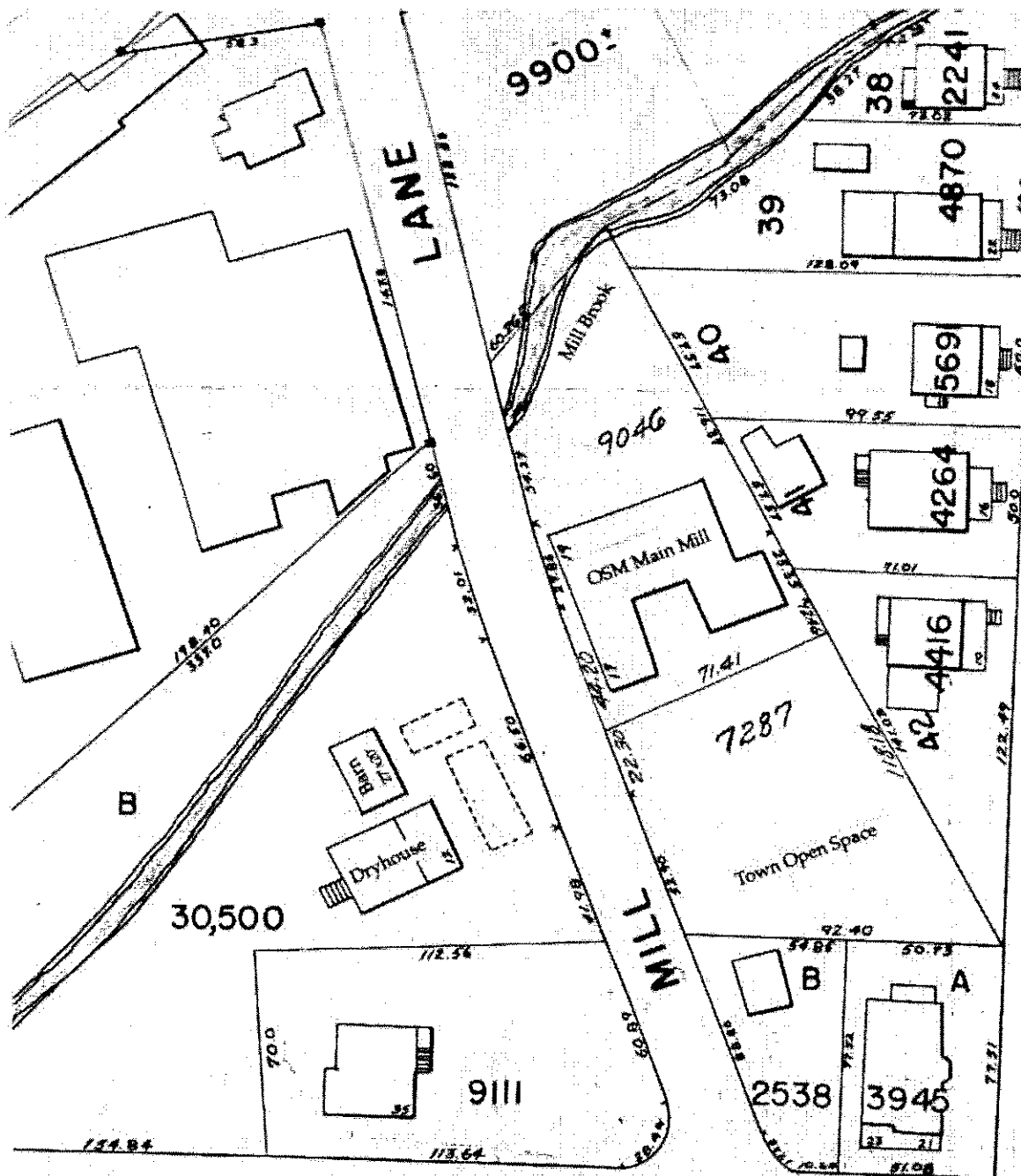
8. Professional Standards

Our preservation architect, John V. Goff, was a member of the team that successfully completed the 1999 MHC/MPPF preservation project work on the three OSM buildings, and who has prepared our recent evaluation and prioritization of necessary work. In conjunction with personnel including OSM director Robert Tanner (facilities management) and others, we are confident of our available technical experience and expertise to accomplish the present proposed effort.

9. Further Attachments

The relevant Assessor's map, a portion of Block Plan No. 58, shown at the time just prior to the acquisition of the Barn and Dry House by the SMPT, appears below.

2016 CPC Application from THE OLD SCHWAMB MILL



LOWELL STREET

Assessors' Block Plan No. 58 (Ca. 1985) Depicting Main Mill, easterly of Mill Lane, and Barn & Dryhouse westerly. Dotted-line rectangles show areas of air-drying lumber storage. All other buildings westerly of Mill Lane demolished for Watermill Place construction 1988-89.

2016 CPC Application from THE OLD SCHWAMB MILL

LOOKING TO THE FUTURE

The Old Schwamb Mill is not, of course, a line item in the Arlington Town Budget, but its indirect economic impact on the Town of Arlington is considerable with an even greater potential impact.

With three very old wooden buildings to preserve and protect, the Schwamb Mill Preservation Trust, Inc., spends much time and energy attending to their upkeep (we have a total of 95 windows to maintain), a task both endless and costly. Despite a shoestring budget, over the years, grants and donations have allowed the Old Schwamb Mill to flourish as an educational site, a living history museum, and as a cultural venue. Every year hundreds of visitors attend our special lectures, art exhibitions, musical offerings, and craft fairs in addition to the regular guided tours of the Mill. Almost all of our programs are offered to the public free of charge, although donations are happily accepted. We have visitors from all over the United States and from all over the world who seek us out because we are a one-of-a-kind place.

Those who have attended an Old Schwamb Mill foot-stomping musical event with children twirling in front and their parents clapping along surrounded by golden sunshine on mellow wood, have felt what a treasure this historical and cultural resource is. It would be wonderful in the future to have help from the Community Preservation Committee as we ourselves work to keep the roofs on, the windows in place, and the main building painted; we have plans of doing even more.



Foggy Mountain Consort performing at the Mill in the fall of 2014.

2016 CPC Application from THE OLD SCHWAMB MILL

FIVE YEAR PLAN

Of our immediate needs in the next five years, these are the most compelling:

PROJECT	COST ESTIMATE
1. Old Schwamb Mill main building Exterior Envelope Study.....	\$750-1000
2. Dry House Repairs.....	\$8,000
3. Old Schwamb Mill main building window repairs..... (80 windows; 15 have been repaired)	\$550-600 per window
4. Old Schwamb Mill main building paint job Old Schwamb Mill main building trim repair Old Schwamb Mill main building masonry repair.....	\$25,000

2016 CPC Application from THE OLD SCHWAMB MILL

RICHARD A. DUFFY
PUBLIC HISTORIAN
122 APPLETON STREET
ARLINGTON MA 02476
781-643-8218

February 15, 2016

Community Preservation Committee
c/o Adam Chappelaine, Town Manager
Robbins Memorial Town Hall
730 Massachusetts Avenue
Arlington MA 02476

Dear Committee Members:

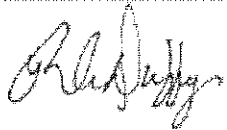
I am writing this letter to demonstrate community support for the Old Schwamb Mill's application for a grant from Community Preservation Act funds to replace the wood-shingle roof on the barn building of its complex.

The Old Schwamb Mill is fortunate that at the time it was saved from demolition over 45 years ago, it went immediately from being an active manufacturing business to a living museum, which today continues the practice of wood turning to produce oval and circular picture frames of exceptional craftsmanship. Due to the nature of this historical transition, the two outbuildings (the wood drying-house and the barn) had not been ruined or demolished, as often is the case when a site is dormant for even a brief span of years. It is significant that the ensemble of buildings and their setting on Mill Brook continue to deliver an exceptionally authentic interpretive experience for visitors who include local schoolchildren right up to industrial archeologists from around the world.

The proposed roof replacement is important for two key reasons: (1) long-term preservation of the integrity of the structure, and (2) the use of historical materials and methods (wood versus asphalt or synthetic shingles) that retain the distinctive visual quality of the barn and convey its historical character.

The Old Schwamb Mill as an organization in general, and this project in particular, are precisely what has been contemplated by the establishment of funds through the Community Preservation Act, and I hope that its application will receive your favorable consideration.

Very truly yours,



Richard A. Duffy

2016 CPC Application from THE OLD SCHWAMB MILL

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

1010 Waltham Street, 205
Lexington, MA 02421
February 11, 2016

Dear Committee Members,

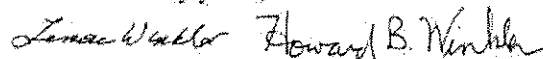
We have been informed that the barn building at the Old Schwamb Mill (OSM) needs immediate repair of its roof, gutters, and trim. We support their application, and request for funds. There should be no delay in repairing a failing roof, to avoid the consequences of damage to the interior of this historic 18th century building.

We are both currently financial supporters of the OSM and volunteers at many of their events. I, Lenore, began my relationship with the Mill in 1971, close to the beginning of its transfer from ownership by the Schwamb family to the not-for-profit Schwamb Mill Preservation Trust, working for the visionary Patricia Fitzmaurice. Despite ever present financial difficulties, her dedication and the dedication of her successors have enabled the Mill to survive and flourish as a cultural treasure in our community. It is worth noting that when Pat saved the Mill from demolition, she saved the Barn and Dry House, too, as essential parts of the Mill site.

I, Howard, am a past president of the Arlington Historical Society and think of the OSM as one of the few remaining historic jewels in our town. Having the OSM gives our community luster, and connection to America's industrial past. Currently the OSM is the only place in America capable of producing magnificent oval wood frames using equipment and manufacturing techniques that date from the 19th century. An attractive and well-kept 18th century barn, an essential component of the OSM site, is what we want to show the Arlington community and our visitors from around the world. The Barn and Dry House are now part of the tour of the OSM offered to visitors, and we have recently learned that the barn basement housed a steam generator used for many years in Mill production.

Far too many of our historic buildings in Arlington have been allowed to fall into decay due to lack of timely maintenance or were lost to urbanization. The OSM, barn, and dry house set near Mill Brook offer a glimpse into days gone by. The OSM buildings are important to the Arlington community, and the funding that is being requested is important to help preserve our jewel. Please fund our application.

Sincerely yours,



Lenore Winkler & Howard Winkler

2016 CPC Application from THE OLD SCHWAMB MILL

167 JASON STREET, ARLINGTON, MA 02476
(781) 646-6192

13 February 2016

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear Committee Members:

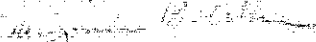
I write in support of the application of the Old Schwamb Mill for funding from Arlington's Community Preservation Act. These needed funds will be used to re-roof with wood shingles one of the Mill's historic associated outbuildings.

The three wooden buildings and their still functioning machinery that comprise the Old Schwamb Mill are amazing survivals. Intact and uniquely Arlington's, the Mill represents the industrial complexes – neighborhood sized and made of wood – more typical of a long-gone nineteenth-century New England than the brick complexes common elsewhere. Without regular maintenance using historical materials and techniques, the Mill's wooden buildings would quickly deteriorate – or be "renovated" to twenty-first-century standards that would betray their authenticity.

In the mid-1970s, as an Arlington resident and in my capacity as paper conservator at Harvard's Fogg Art Museum (and thus responsible for framing the museum's prints and drawings), I took a natural interest in the Schwamb Mill and the attempt by Patricia Fitzmaurice to preserve and continue its historical role as a maker of oval picture frames. She had the vision to understand that the associated outbuildings were as intrinsic to the site as the main building, even though developers urged her to sell them and the land they stood on. For fifteen years I joined her on the Arlington Historical Commission, becoming ever more committed personally to the Mill's survival.

Several years ago my husband and I contributed over \$60,000 to the Mill's endowment, to be used specifically and exclusively for the maintenance of the physical plant. Although expenditures for siding or machinery overhaul are far less glamorous than support of programs or personnel, without the physical complex the rest would be meaningless to Arlington's heritage and present-day cultural activities. Unfortunately, the endowment income cannot provide for a substantial expense like a roof. I very much hope you will come to the Old Schwamb Mill's assistance and help fund this necessary project. Now and in the future, Arlington will be in your debt.

Sincerely,



Marjorie B. Cohn

2016 CPC Application from THE OLD SCHWAMB MILL

February 10, 2016

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear Committee Members:

I understand that the Old Schwamb Mill Preservation Trust is applying for \$20,000 to repair the roof of the Barn at the Mill. I enthusiastically support the application.

As you well know, the Old Schwamb Mill is one of the jewels of the Town. It is the oldest continuously-operating mill in the entire United States. Moreover, it is a wonderful place to visit to see what its lathes produce and to join in its many stimulating programs.

Our family, through our flagship company, the Arlington Center Garage and Service Corporation, has had the opportunity and pleasure to help safeguard the Town's precious history and notably its buildings. In 1972 my father, John Mirak, founder of ACG, purchased the Theodore Schwamb Company and insisted that its buildings be preserved. Just this week, we are delighted to have completed the renovation of 1167 Mass. Ave., the site of the Theodore Schwamb Company and we believe its occupants, Workbar Arlington (a well known co-working company) will attract residents and others to its site. Also, in 1989 our family was pleased to donate the important Jefferson Cutter House to the Town. So, as the expression goes, we have "skin in the game."

I am sure that the Committee receives applications for more funds that it can dispense. I sincerely feel that the Barn of the Old Schwamb Mill deserves top ranking. I hope you will be able to accommodate its request.

Yours respectfully,

Robert Mirak
President

[Signed copy forthcoming 2/20/2016]

2016 CPC Application from THE OLD SCHWAMB MILL

41 Mary St.
Arlington, MA
February 15, 2016

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear Members of the Committee:

I am writing in support of the application of the Old Schwamb Mill requesting CPA funds to repair the roof located on the Barn building on the Mill's campus, located at 18 Mill Lane in Arlington.

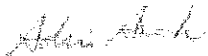
As one of the co-chairs of Arlington Public Art, a committee of Vision 2020, I agree with the Mill's application to replace the roof of the Barn as soon as possible. CPA funding would allow the Old Schwamb Mill to preserve this important historic resource for Arlington and its residents.

The importance of protecting Arlington's historic assets is a value held by many of us. The buildings of the Old Schwamb Mill serve the town by providing a unique resource that represents culture, history, and preservation all in one. The Barn plays a major role in making the Old Schwamb Mill campus the fascinating place that it is, and serves as a cornerstone of the Mill's property.

Not only is the Schwamb Mill an Arlington historic treasure, it also provides a much needed exhibition space for local artists. I have organized two shows for groups of my adult students in the past five years.

Funding this essential historic preservation project represents a true investment in Arlington's legacy. I encourage you to help safeguard it.

Sincerely,



Adria Arch

2016 CPC Application from THE OLD SCHWAMB MILL

February 16, 2016
Community Preservation Committee
730 Massachusetts Avenue
Arlington, MA 02476

Dear Members of the Committee,

I am writing in support of the Old Schwamb Mill requesting CPA funds to replace the roof of the barn, the oldest structure in The Old Schwamb Mill complex.

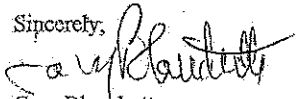
For several years my colleagues and I have taken 7th grade Ottoson Middle School technology students to the Mill as part of their curriculum on manufacturing technologies. The Mill is a piece of history that enriches our students' curriculum experience in so many ways. Students see how the Industrial Revolution, manufacturing, and company growth have manifested in their quaint little town. Mill volunteers and employees do a fantastic job in bringing history to life and providing a real world meaning to what the students are learning in class.

Students review past employee records, safety reports and wage earnings from the early beginnings of the Mill. They view the Mill Brook and learn how the Mill has been powered through the past hundred years, including the use of the water wheel, steam power and electricity. Students also get to meet the wood turner who takes them through the manufacturing process to create custom-made oval picture frames that are still sold today.

The Mill offers the whole community an opportunity to take a trip back in time and view how manufacturing and business practices have evolved as technology has changed. The Mill also offers many opportunities for the community to visit, see, and purchase some of the artistic displays of the townspeople's talents. The Mill provides a truly eye opening experience and one that I regularly urge families to see. It is outstanding that our students have the ability to easily access the knowledge and experience the Mill and its employees have to offer so close to home.

Funding this essential historic preservation project represents a true investment in Arlington's legacy. I encourage you to help safeguard it.

Sincerely,



Gary Blanchette
Technology Education/ Engineering
Ottoson Middle School
2014 Mass Tec Program of the Year
2015 Mass Tec Teacher of the Year

2016 CPC Application from THE OLD SCHWAMB MILL

183 Jason Street
Arlington, MA 02476

February 16, 2016

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

Dear Members of the Committee:


I am writing in support of the application of the Old Schwamb Mill requesting CPA funds to repair the roof of the barn building on the Mill's campus, located at 18 Mill Lane in Arlington.

As a longtime supporter and advocate for the Old Schwamb Mill and former member of the Board of Directors, I agree with the Mill's application to replace the roof of the Barn as soon possible. I recall while I was Town Manager the long conversations I had with Pat Fitzmaurice regarding the Mill and its significance to the Town; now, years later, the timely maintenance of the Mill buildings has become, of necessity, a top priority. CPA funding would allow the Old Schwamb Mill to preserve this important historic resource for Arlington and its residents.

The importance of protecting Arlington's historic assets is a value held by many of us. The buildings of the Old Schwamb Mill serve the town by providing a unique resource that represents culture, history, and preservation all in one. The Barn plays a major role in making the Old Schwamb Mill campus the fascinating place that it is, and serves as a cornerstone of the Mill's property.

Funding this essential historic preservation project represents a true investment in Arlington's legacy. I strongly encourage you to help safeguard it.

Sincerely,


Donald R. Marquis

2016 CPC Application from THE OLD SCHWAMB MILL

February 19, 2016



MARK RICHEY
woodworking

Community Preservation Committee
Town of Arlington
730 Massachusetts Avenue
Arlington, MA 02476

25 Maple Hill
Arlington, MA 02476
Tel: 617-427-1601
Fax: 617-427-1601
www.markrichey.com

Dear Committee Members,

Trustee-directors of the Schwamb Mill Preservation Trust have told me that they are submitting a grant application to your committee on behalf of the Old Schwamb Mill (OSM) for modest funding under round one of the monies to be made available this coming fall under the Community Preservation Act (CPA).

I write to offer strong support for the OSM application, as a businessman, a manufacturer of custom woodworking products, a resident and taxpayer of Arlington for 26 years, a parent, and a regular contributor to the OSM. In my opinion, the OSM is a unique and vital Town institution precisely within the intent of the CPA as deserving of municipal support.

The Mill is an engine of economic development for the Town simply by drawing visitors to the Heights both during the day and during sponsored events in the evenings. It brings together people from all over with interests in historic buildings, industrial history, woodworking, art, and literature, just to name a few. Besides the unique machinery that that a trained craftsman uses to manufacture oval frames, I am personally fascinated by how the facility displays the history of mechanical power in America. Moreover, in our technologically rich lives I fear that people are losing a connection with how things are actually made. The Mill demonstrates this in a tactile way that is rare and is less and less accessible, especially to young people. We need more ways to inspire people to do things with their hands and the Mill supports that mission.

Thank you for your service to the town and consideration of OSM's request.

Sincerely,

Greg Porfido
Chief Operating Officer
MARK RICHEY WOODWORKING



Community Preservation Committee

Warrant Articles and Recommended Votes

Special Town Meeting October 19, 2016

APPROPRIATION/CPA - JASON RUSSELL HOUSE

To see if the Town will vote to appropriate \$35,000 from the Community Preservation Fund for preservation work and an engineering assessment of building conditions at the Jason Russell House to preserve historic resources, or take any action related thereto.

Inserted at the request of the Community Preservation Committee

VOTED: That the sum of \$35,000 be appropriated from the Community Preservation Fund FY2017 Budgeted Reserve to the Arlington Historical Society for the preservation of historic resources, subject to the scope of work, budget and conditions in the project proposal dated 2/21/2016, and further subject to the condition that no funds be dispersed until both a grant agreement with the town and an historic preservation deed restriction for the property be executed, such funds to expended under the direction of the Arlington Historical Society and the Community Preservation Committee. (8-0)

APPROPRIATION/CPA - OLD SCHWAMB MILL

To see if the Town will vote to appropriate \$20,000 from the Community Preservation Fund for a new roof and trim at the Old Schwamb Mill barn to preserve historic resources, or take any action related thereto.

Inserted at the request of the Community Preservation Committee

VOTED: That the sum of \$20,000 be appropriated from the Community Preservation Fund FY2017 Budgeted Reserve to the Schwamb Mill Preservation Trust, Inc. for the preservation of historic resources, subject to the scope of work, budget and conditions in the project proposal dated 2/22/2016, and further subject to the condition that no funds be dispersed until both a grant agreement with the town and an historic preservation deed restriction for the property be executed, such funds to expended under the direction of the Schwamb Mill Preservation Trust and the Community Preservation Committee. (8-0)



Town of Arlington, Massachusetts

Establishment of Arlington Heights Beautification Gift Account

Summary:

Jim Feeney, Assistant Town Manager

Claudine Swartz, Support Arlington Heights

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	SAH_Gift_Acct_9_22_16.pdf	Memorandum to Board
▢ Reference Material	Req_To_Establish_Gift_Account_SAH_92216.pdf	Request Document



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Request to Create Gift Account – Support Arlington Heights

Date: September 22, 2016

I am writing tonight to request that the Board authorize the creation of a gift/donation account to support the beautification of the Arlington Heights commercial district as well as community events aimed at supporting the district. This request is in direct response to a request from “Support Arlington Heights”, as they look to raise funds to support their efforts of beautifying and revitalizing the Heights.

An example of the type of expenditures that this fund would support would be the purchase of the banners that were approved by the Board at its last meeting.

TOWN OF ARLINGTON – COMPTROLLER’S OFFICE
REQUEST TO ESTABLISH NEW SPECIAL REVENUE/GRANT ACCOUNT

Department Name: Planning & Community Development Department No: _____
Grant Administrator Name: Jenny Raitt Department: Planning & Community Development
Person Responsible for Reconciling Grant: Jenny Raitt

Special Revenue/Grant Account Type - Check One:

Federal: _____ Federal Pass Thru: _____ State: _____ Local: _____ Gifts & Donations X Other _____

Name: Support Arlington Heights Beautification Fund

Amount of Special Revenue/Grant: _____

Date of Grant Inception: _____

How long will grant be in existence for? _____

Purpose of Grant: Gifts and donations to this fund will support beautification projects and community events in the Arlington Heights business district.

Do you have a budget for this grant? _____ (if so, please attach)

Other information: _____

For Use by Comptroller’s Office Only:

Fund #: _____ Fund Name: _____

Revenue Org/Object: _____

Personnel Org/Object: _____

Expenditure Org/Object: _____

CFDA #: _____ (Federal Grants Only)

Date Processed: _____

Added Due to Due from: _____

Processed By: _____
Assistant Comptroller

Approved By: _____
Comptroller



Town of Arlington, Massachusetts

Arlington Public Art Presentation

Summary:

Adria Arch



Town of Arlington, Massachusetts

ADA Parking Space Proposal

Summary:

Jim Feeney, Assistant Town Manager

ATTACHMENTS:

Type	File Name	Description
▣ Reference Material	ADA_Space_Memo_9_22_16.pdf	Memorandum to Board
▣ Reference Material	Copy_of_Priority_New_HP_Spaces_(1).pdf	Prioritization Plan



**Town of Arlington
Office of the Town Manager**

Adam W. Chapdelaine
Town Manager

730 Massachusetts Avenue
Arlington MA 02476-4908
Phone (781) 316-3010
Fax (781) 316-3019
E-mail: achapdelaine@town.arlington.ma.us
Website: www.arlingtonma.gov

To: Members of the Board of Selectmen

From: Adam Chapdelaine, Town Manager

RE: Recommendation Regarding ADA Parking Space Proposal - UPDATED

Date: September 22, 2016

I am writing in follow up to the discussion at the last meeting of the Board in regard to an expansion of ADA Parking Spaces along the Town's commercial corridor. As was agreed at the meeting, I had follow up discussions with the Director of Public Works and the Disabilities Commission and we were able to develop a compromise proposal for the Board's consideration. These discussions allowed us all to better understand the practicality of installing the necessary signage for the spaces, as well as the ability to agree upon a prioritization of spaces per the attached document.

I am now recommending the Board approve all 27 requested spaces, in accordance with the following schedule:

- Implementation of all spaces listed as priority A, by November 1, 2016
- Implementation of all spaces listed as priority B, by March 1, 2017
- Implementation of all spaces listed as priority C, by July 1, 2017

This proposal allows for a slightly enhanced version of the pace of implementation that I was seeking with my prior proposal, while dropping the request for a utilization review. I feel that this revised proposal represents a good faith effort on behalf of all parties, and will allow the Board of Selectmen to greatly enhance access throughout the commercial corridor.

				Before, After, or In?								Any Obstacles?							
Address	Priority	Area	Business	Curb Cut	Crosswalk	Driveway	Street	Bus Stop	Bumpout	High Curb	Lampost	Utility Pole	Bench	Planter	Overhead	Pole Avail	NOTES, inc. Person you Spoke with/handed info to?		
1398 Mass Ave	A	Hgt	Prime Butcher	Y/B	Y/A	Y	N	N	Y/A	N	Y/B	N	N	Y/B	N	Y	Scott Carter,Mgr		
1095 Mass Ave	A	Hgt	Jimmy's	Y/A	Y/A	Y/B	Y/A	Y/A	N	N	N	Y/B	N	N	N	Y	manager, yes		
820 Mass Ave	A	Ctr	Marchelle Coiffures	Y/B	Y/A	N	Y	N	N	N	Y	N	N	N	N	Y	George Familiari, owner of block, wants HP space		
819 Mass Ave	A	Ctr	Arl Infant Care	Y	Y	N	Y	N	N	N	N	N	N	N	N	N	Afi says sure!		
19 Mill St	A	Ctr	Millbrook Sq	Y	Y	N	N	N	N	N	N	N	N	N	tree	N	Maria, FB Church Yes.		
700 Mass Ave	A	Ctr	Robbins Library	Corn	Y/A	Y/A	N	Y	N	N	Y	N	N	N	N	Y	1 hr limited		
311 Broadwy	A	Ctr	Vacant (was ArtHeart)	N	N	N	N	Y	N	N	At Back	N	N	Next		N	Library Director, Nicolay says YES		
230 Mass Ave	A	E.A.	Fischera Art	N	N	Y	N	N	N	N	Y	Y	N	N	N	Y	(lost lease, moving)		
188 Mass Ave	A	E.A.	Camb S Bank	N	N	N	N	N	N	Y	N	N	N	N	N	N	Tanya Abraham		
175 Mass Ave	A	E.A.	Fox Library	Y	Y	N	Y	N	N	N	N	N	N	N	N	N	(home office), step		
0 Cleveland St	A	E.A.	Fox Library	N	N	N	Y	N	N	N	N	N	N	N	N	N	Rich Bertolucci,mngr		
138 Mass Ave	A	E.A.	Za	Y	Y	N	Y	N	Y	?	N	N	N	N	N		MOVE from RO.Yvonne, move bicycle rack		
1465 Mass Ave	B	Hgt	T. Joes & Starbucks	Y	Y	N	N	N	N	N	N	Y	N	N	N	N	move bicycle rack		
1064 Mass Ave	B	Hgt	Dr. Wyman	Y	Y	N	Y	N	N	N	N	N	N	N	N	N	Bob, supervisor		
																	manager, yes		
																	has ramp on School St		

				Before, After, or In?								Any Obstacles?							
Address	Priority	Area	Business	Curb Cut	Crosswalk	Driveway	Street	Bus Stop	Bumpout		High Curb	Lampost	Utility Pole	Bench	Planter	Overhead	Pole Avail	NOTES, inc. Person you Spoke with/handed info to?	
906 Mass Ave	B	Hgt	New Dimension	Y	N	Y	N	N	N		N	N	N	N	N	tree		suggests HP space here, why not?	
725 Mass Ave (on Central)	B	Ctr	Gentle Dental	Y	Y	N	N	N	N		N	N	N	N	N	N	Y	Michelle Bernadini pos	
673 Mass Ave	B	Ctr	Camilla's															owner says yes!	
300 Mass Ave	B	E.A.	Calvry Church	Y	Y	Y	Y	N	N		N	N	N	N	N	tree	N	says yes	
207 Broadwy	B	E.A.	Beaujola's	N	N	Y	N	N	N		N	N	N	N	N	tree	N	Michelle, owner	
85 Park A	C	Hgt	ACMI	Y	Y	N	Y	N	N		N	N	N	N	N	N		Info left (diagonal)	
703 Mass Ave	C	Ctr	Citizen's Bank (drive-thru)	Y	Y	Y/B	Cross	N	N		N	N	N	N	N	N	N	?	
458 Mass Ave	C	Ctr	Heads Up	Y	Y	N	N	N	N		N	N	N	N	N	Tree	emp	CLOSED	
Linwood Circ	C	E.A.	Spy Pond	N	N	N	N	N	N		N	N	N	N	N	N	N	Add curb cut	
1 Melrose			Casa Esme															wants addl HP on side	
152 Mass Ave	C	E.A.	Nrsry Schl	Y	N	Y	N	N	N		N	N	N	N	N	N	Y	Geoff Perkell (is HP)	
108 Mass Ave	C	E.A.	Clip Joint	Y	Y	N	Y	N	N		N	N	N	N	N	N	N	owner Julie Crooker	
117 Broadwy	C	E.A.	Food Pantry	Y	Y	Y	Y	N	N		N	N	Y	N	N	N	Y	JoAnn, Food Link	
64 Broadwy	C	E.A.	Boyle's	Y	Y	N	Y	N	N		N	N	N	N	N	N	Y	Elly, employee	
																		26 New Spaces	
																		(1 Space Moving)	



Town of Arlington, Massachusetts

Articles for Review:

Summary:

Article 6 Bylaw Amendment/Vacant Storefront Maintenance Registry
Article 7 Acceptance of Legislation/ Use of Parking Meter Revenue Without Appropriation
Article 8 Acceptance of Legislation/Local Speed Limits
Article 9 Acceptance of Legislation/ Local Speed Safety Zones
Article 11 Zoning Bylaw Amendment/Medical Marijuana Treatment Centers,
Registered Marijuana Dispensaries Siting 500 Feet From Sschools,
and Not Within the Same Building as Early Education Programs

ATTACHMENTS:

Type	File Name	Description
Reference Material	Warrant_Article_Text.docx	Warrant Articles Town Counsel Memo
Reference Material	9.23.2016_Memo_to_BOS_with_preliminary_draft_votes_and_comments_Re_October_2016_STM_Warrant_Articles.pdf	9.23.16; STM Articles 6,7,8,9,10 Town Counsel Memo
Reference Material	9.26.16_Memo_to_BOS_re_WA_11.pdf	9.26.16; STM Article 11
Reference Material	Article_11_letter.pdf	Article 11 Letter sent to Proponents

ARTICLE 6

BYLAW AMENDMENT/VACANT STOREFRONT MAINTENANCE REGISTRY

To see if the Town will vote to amend the Town Bylaws to establish a “vacant commercial property registry” or similar construct, which would require commercial and industrial property owners to register vacant properties with the Town, satisfy minimum maintenance and security requirements, and provide for fees to administer the registry, fines for non-compliance, and criteria for waivers of either or both fees or fines; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 7

ACCEPTANCE OF LEGISLATION/ USE OF PARKING METER REVENUE WITHOUT APPROPRIATION

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Section 25, regarding payment for acquisition or installation of parking meters without appropriation from fees received for the use of such parking meters; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 8

ACCEPTANCE OF LEGISLATION/ LOCAL SPEED LIMITS

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Sections 193, regarding allowing the Town to establish 25 miles per hour speed limits in dense areas of Arlington without requiring further authority from the Commonwealth; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 9

ACCEPTANCE OF LEGISLATION/ LOCAL SPEED SAFETY ZONES

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Section 194, regarding allowing the Town to establish designated safety zones with 20 miles per hour speed limits without requiring further authority from the Commonwealth; or take any action related thereto.

(Inserted at the request of the Town Manager)

**ARTICLE 11 ZONING BYLAW AMENDMENT/MEDICAL MARIJUANA
TREATMENT CENTERS, REGISTERED MARIJUANA
DISPENSARIES SITING 500 FEET FROM SCHOOLS,
AND NOT WITHIN THE SAME BUILDING AS
EARLY EDUCATION PROGRAMS**

To see if the Town will vote to amend the Zoning Bylaws to institute a buffer zone as a criteria for obtaining a special permit for Medical Marijuana Treatment Centers (Registered Marijuana Dispensaries) as defined in Chapter 369 of the Acts of 2012, namely being a 500 foot buffer from Medical Marijuana Treatment Centers to elementary schools, middle schools, or high schools that are under the supervision of the Massachusetts Department of Elementary and Secondary Education, as well as a prohibition on Medical Marijuana Treatment Centers from locating within the same building or structure as an early education child care program licensed by the Massachusetts Department of Early Education and Care, as well as create a buffer of 1,000 feet between any Medical Marijuana Treatment Centers; or take any action related thereto. Any buffer under this section will be measured by way of direct pedestrian access from the closest point of the building containing the Medical Marijuana Treatment Center to the closest point of the building of the school or other Medical Marijuana Treatment Center.

(Inserted at the request of Valerio Romano and 100 Registered Voters)



**Town of Arlington
Legal Department**

Douglas W. Heim
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To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel

Date: September 23, 2016

A handwritten signature in dark ink, appearing to read "DWH", written over the date.

Re: Special Town Meeting Warrant Articles ##6, 7, 8, 9, 10

I write to provide the Board of Selectmen a summary of the above-referenced warrant articles. Further, given the Board's schedule and the timing of Special Town Meeting, I simultaneously submit draft votes and comments with a presumption of positive action for the Board's consideration, with the expectation that the draft comments in particular may not reflect the Board's ultimate vote or views on these matters.

STM ARTICLE 6

BYLAW AMENDMENT/VACANT STOREFRONT MAINTENANCE REGISTRY

To see if the Town will vote to amend the Town Bylaws to establish a "vacant commercial property registry" or similar construct, which would require commercial and industrial property owners to register vacant properties with the Town, satisfy minimum maintenance and security requirements, and provide for fees to administer the registry, fines for non-compliance, and criteria for waivers of either or both fees or fines; or take any action related thereto.

(Inserted at the request of the Town Manager)

This article was developed and inserted at the request of the Town Manager in consultation with the Planning Department and the Legal Department, to respond to resident and business community concerns about the volume of vacant storefront commercial properties in Arlington by instituting a Vacant Property Registry. As the Board well knows, there are limits to what the Town can do to address the manner in which owners utilize their private property. However, one well-yetted and increasingly utilized tool to assist communities in understanding and managing vacancies is to require commercial and industrial property owners to advise the Town of lengthy vacancies and provide clear, consistent expectations for the maintenance and care of such properties during vacancy periods.

In fact, over fifty cities and towns in the Commonwealth now have similar ordinances, many of which were created within the last ten years. Many of such ordinances include residential properties, or are focused more on specific types of public safety concerns which are not now prevalent in Arlington. However, others in Massachusetts and indeed throughout the United States have been adopting, revising, and interpreting vacancy ordinances to serve a widening range of public interests, including economic vitality, preservation of neighborhood integrity, and encouraging walkable, bikeable, and public transit-friendly local business.

In Arlington, residential property values and occupancy rates continue to be very strong, as do overall property values. Nonetheless, it is my understanding that there is much concern within the local business community and within some Arlington neighborhoods, that a high volume of storefronts remain vacant for lengthy periods without adequate, consistent efforts to

lease, sell, or maintain them. Moreover, a host of diverse problems associated with long vacant properties present potential issues.

The establishment of a vacant property registry will allow the Town to closely track the length and frequency of long commercial and industrial vacancies, and hopefully encourage owners to fully utilize Town and local business community resources to keep Arlington properties occupied. Meanwhile, it will provide also mechanism for the Town to require good maintenance practices while properties sit unoccupied.

I note for your specific consideration that while the proposed bylaw vests most of the jurisdiction in the Building Inspector as well as the Planning Director, it allows this Board to determine and adjust the regulatory fee for annual registration. Fees (as opposed to the proposed \$100 per-day fine set forth in the bylaw) varying dramatically throughout the state, running as low as \$15.00 and as high as \$500.00 per year. Allowing the Board to set and adjust the Registry's annual fee may be helpful here as the Town attempts to balance the need for regulation without overburdening property owners, especially those trying to lease and maintain vacant properties in earnest.

DRAFT VOTE: *That Title V of the Town Bylaws be and hereby is amended to add Article 16 "Registration and Maintenance of Vacant Commercial and Industrial Buildings." to read as follows:*

Section 1. Findings and Purposes.

The purposes of this bylaw are to protect the welfare and economic vitality of the residents of the Town of Arlington by protecting property values, maintaining neighborhood integrity and accessibility, safeguarding against economic property blight, protecting Town resources, and ensuring the safe and sanitary maintenance of commercial and industrial vacant buildings. Among other things, vacant commercial and industrial buildings can degrade the vitality of neighborhood commercial centers, frustrate local planning and development efforts, create increased specific risks of fire damage, vandalism and unlawful entry or uses, and give rise to other public health and safety hazards. This bylaw is intended to promote the Town's public welfare and economic health by requiring all property owners to register and properly maintain vacant commercial and industrial buildings.

Section 2. Definitions.

As used in this article, the following terms shall have the meanings indicated:

"Building Inspector" - *The Building Inspector of the Town of Arlington or his or her designee.*

"Legally Occupied" - *Occupied in accordance with the provisions of the Massachusetts Building Code.*

"Owner" *A person or entity who, alone or severally with others:*

A. Has legal or equitable title to any building or has care, charge or control of any building in any capacity including but not limited to agent, executor, executrix, administrator, administratrix, trustee, or guardian of the estate of the holder of legal title; or

B. Is a tenant with a legal right to possess an entire building; or

C. Is a mortgagee in possession of any building; or

D. Is an agent, trustee, receiver or other person appointed by the courts and vested with possession or control of a building; or

E. Is an officer or trustee of an association of unit owners of a condominium or cooperative which contains a vacant building.

"Planning Director" - *The Director of Planning and Community Development for the Town of Arlington or her or his designee.*

"Public Art" - *Works of art for public benefit and viewing, approved by the Department of Planning and Community Development, for which owners have agreed to the temporary display inside storefront windows or upon other safe, visible exterior surfaces of vacant properties for agreed upon time periods and other material terms.*

"Vacant Building" -- *Any unoccupied commercial or industrial real property which:*

A. Is not legally occupied, is abandoned, or is not used for a period of at least twenty-one (21) consecutive days or longer by occupants having custody or legal right of entry to such property; or

B. Which is intermittently occupied by persons with legal right of entry, but exhibits in the opinion of the Building Inspector dilapidated walls, roof, or doors which fail to prevent the entry of a trespasser for a period of more than seven (7) days.

Section 3. Registration.

A. Prior to, or not more than seven (7) days after a property becomes a vacant building, as defined herein, the owner(s) must register the vacant building with the Department of Planning and Community Development and the Building Inspector on forms agreed upon and provided by such departments. All registrations must state the owner's name, phone number, and mailing address as well as an emergency contact, if not the same. This registration must state if the property is vacant at the time of filing, and if so for how long the building shall remain vacant. None of the required addresses shall be a post office box. Once the building is no longer vacant or is sold, the owner must provide proof of sale or written notice and proof of lawful occupancy to the Planning Department or Inspectional Service Department pursuant to the process outlined by such departments. The Building Inspector will notify Police, Fire, Water and Sewer, and Health Departments of the submitted registration of vacant building as well as the reoccupancy of the building.

B. The Planning Director and the Building Inspector may jointly exempt a property owner from the provisions of this bylaw upon the presentation of evidence, in such form as may be convincing to them, that the failure to use or occupy a building for a period in excess of 21 days does not violate the purpose or intent of this bylaw.

Section 4. Annual Registration Fee, Failure to Pay, Waiver.

A. On or before October 15 of each calendar year, the Town shall send a billing statement, setting forth the annual registration fee, to the owner of the vacant building. The annual registration fee shall be set by the Board of Selectmen pursuant to M.G.L c. 40, § 22F.

B. On or before November 15 of each calendar year, the owner of any vacant building shall pay to the Town an annual registration fee to cover the administrative cost of monitoring and ensuring the security and proper maintenance of such building, as identified in said billing statement. Failure to pay the annual registration fee shall be a violation of this bylaw, and the full fee shall be deemed an assessment resulting from a violation of this bylaw. Such fee, and any fines issued for violations of this bylaw, shall constitute a "municipal charges lien" on the property on which the vacant building is located, to be collected in accordance with MGL c. 40, § 58.

C. Owners may apply for a waiver of the annual registration fee on or before October 1 of each calendar year, requesting waiver of some, or the entire fee on grounds of demonstrable financial hardship, or by agreeing in writing to display public art as defined herein for the term of a vacancy. Waivers for public art display will be granted only as sufficient public art is available, appropriate to the location for display, and the Town, artist, owner agree to terms of exhibition as set forth by the Planning Department.

Section 5. Maintenance Requirements.

A. The owner of a vacant building must maintain the vacant building in accordance with all applicable local and state Sanitary Codes, Building Codes and Fire Codes, pertaining to the external/visible maintenance of the building and major system maintenance of the property.

B. The owner of a vacant building must promptly repair all broken windows, doors, other openings and any unsafe conditions at a vacant building. Boarding up of open or broken windows and doors is prohibited except as a temporary measure allowed by Title V, Article Seven of these bylaws, unless the Building Inspector determines that, due to vandalism or security reasons and due to circumstances out of the owner's control, the proper boarding of windows and doors is necessary for a determined period of time. Boards or coverings must be fitted to the opening size and colored to blend with the existing building color scheme.

C. The owner must maintain the building and property for the duration of the vacancy or abandonment. The owner shall maintain the condition of the building and property so as to appear not to be vacant. Upon notice by the Building Inspector, any accumulated trash and/or graffiti shall be removed from the property by the owner within seven (7) days. The Building Inspector and/or his designee will document violations. The owner of any building vacant for a period exceeding six months, whose utilities have been shut off, shall have those utilities removed or cut and capped to prevent accidents.

D. Compliance with this bylaw shall not relieve the owner of any obligations set forth in any other applicable bylaw, regulation, codes, covenant conditions or restrictions and/or association rules and regulations. In case of a conflict with these rules and regulations, the stricter of the rules and regulations shall apply.

Section 6. Inspections.

The Building Inspector, Police Chief, Fire Chief and the Health Director, or their designees, shall have the authority to periodically inspect the exterior and interior of any building subject to this bylaw for compliance, as authorized under the terms of registration form filed with the Building Inspector and Planning Department. The Building Inspector shall have the discretionary authority to disconnect utilities immediately if a potential hazard that may be dangerous to life and limb is present.

Section 7. Violations and Penalties; Enforcement.

A. Violations of any portions of this bylaw shall be punishable by a fine of \$100 per day in total. However, the Building Inspector and Planning Director may waive the fine in total or in part upon the abatement of the violation(s).

B. The Building Inspector or his designee shall enforce all provisions of this bylaw and shall institute all necessary administrative or legal action to assure compliance. Any owner found to be in violation of this bylaw shall receive a written warning and a minimum of seven (7) days to remedy all violations prior to the institution of any enforcement action by the Inspector. The Building Inspector, acting on behalf of the Town of Arlington, may also bring a civil action in a court of competent jurisdiction seeking equitable relief to enforce this bylaw. This bylaw may also be enforced through non-criminal disposition in accordance with the provisions of the Town bylaws.

Section 8. Unsafe Buildings.

If the Building Inspector determines the building to be unsafe, the Commissioner may act immediately in accordance with the Massachusetts State Building Code to protect public safety. Furthermore, nothing in this bylaw shall abrogate the powers and/or duties of municipal officials to act pursuant to any general statutory authority including, without limitation, MGL c. 139, § 1 et seq. and MGL c. 143, § 6 et seq.

Section 9. Severability.

If any provision of this bylaw is held to be invalid by a court of competent jurisdiction, such provision shall be considered separate and apart from the remaining provisions, which shall remain in full force and effect.

DRAFT COMMENT: The Board of Selectmen appreciates that a Vacant Property Registry is a tool of significant utility to the Town and local business community, while also recognizing that it is not a solution to all vacancies in and of itself. The Board also appreciates the substantial efforts taken to date, and continuing by neighborhood leaders, concerned residents, and members of Arlington's business community to address the issues and findings set forth in the proposed bylaw through non-governmental action. The benefits of the Registry in terms of further codifying a consistent set of Town's expectations for maintenance and care of unoccupied properties alone could be substantial. However, the Registry's usefulness in encouraging commercial and industrial property owners, to be thoughtful before allowing their properties to sit vacant for long periods, as well as to potential buyers and tenants is also clear. As such, the Selectmen urge favorable action under this article.

STM ARTICLE 7 ACCEPTANCE OF LEGISLATION/ USE OF PARKING METER REVENUE WITHOUT APPROPRIATION

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 ("An Act Modernizing Municipal Finance and Government"), Section 25, regarding payment for acquisition or installation of parking meters without appropriation from fees received for the use of such parking meters; or take any action related thereto.

(Inserted at the request of the Town Manager)

Prior to the passage of this summer's "An Act Modernizing Municipal Finance and Government" (hereinafter the "Municipal Modernization Act"), the Town was permitted to finance the acquisition and installation of new parking meters with the proceeds derived from such meters rather than a specific appropriation from the Town. The Municipal Modernization Act now requires explicit adoption of this provision to continue such a practice. Hence, in order

to have the option to continue our practice of funding meter improvements and replacements with monies derived from such parking fees, we must adopt this local option.

VOTED: That the Town does hereby adopt provisions of Chapter 218 of the Acts of 2016 ("An Act Modernizing Municipal Finance and Government"), Section 25, elsewhere to be codified as Section 22A of M.G.L. Ch. 40, regarding payment for the acquisition and/or installation of parking meters without appropriation, from fees received for the use of such parking meters, including any subsequent amendments or modifications thereto, such adoption shall be effective upon acceptance.

(5-0)

DRAFT COMMENT: In order to continue to possess the option of paying for parking meter improvements with the proceeds of such meters efficiently, the Town must now adopt this local option provision created by the Municipal Modernization Act. The Town has in the past, including very recently, found this approach to be a valuable means funding these important improvements, and as such, this Board urges positive action under this Article.

STM ARTICLE 8

ACCEPTANCE OF LEGISLATION/ LOCAL SPEED LIMITS

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 ("An Act Modernizing Municipal Finance and Government"), Sections 193, regarding allowing the Town to establish 25 miles per hour speed limits in dense areas of Arlington without requiring further authority from the Commonwealth; or take any action related thereto.

(Inserted at the request of the Town Manager)

Article 8 proposes the Town to avail itself of a new option afforded local governments under the Municipal Modernization Act to more efficiently set a local, general speed limit of twenty-five (25) miles per hour on any Town road (i.e. any way in Arlington other than a State highway or route) in dense residential or business areas, which likely encompasses the majority of Arlington. Previously, onerous traffic studies and permissions from the State had been required on each roadway or area at issue to change the speed limit. Adoption does not automatically change the speed limit in Arlington. Rather, it affords the Board the ability to change the speed limit without further study or authority from the Commonwealth. Therefore, should Town Meeting adopt this provision (and its related provision discussed in STM Article 9), the Board could refer the matter to the Transportation Advisory Committee for appropriate

study, receive comment and conduct public meetings before electing to, or refraining from, and adjustment of the speed limit in some or all of eligible areas of Town.

VOTED: That the Town does hereby adopt provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Section 193, elsewhere to be codified as Section 17C of M.G.L. Ch. 90, regarding the option to establish a 25 mile per hour speed limit in permitted Town of Arlington residential or business districts, including any subsequent amendments or modifications thereto, such adoption shall be effective upon acceptance.

DRAFT COMMENT: The process for modifying the present posted speed limits in Arlington has long been an onerous one, requiring traffic studies and State approvals, which have limited the Town’s capacity to respond to frequent resident concerns of traffic moving too quickly through neighborhoods and dense business districts. While lowering the speed limit from thirty (30) to twenty-five miles per hour in the majority of Town roadways will not totally resolve such concerns, it may provide a powerful signal and incentive for drivers to slow their speeds. This Board does not contemplate instituting the lowered speed limit without first providing our Transportation Advisory Committee and Police Department, as well as the public, the opportunity to examine the various impacts of a lower speed limit, comment and make recommendations. However, adopting this local option will give Arlington discretion on this important issue. Accordingly, the Board of Selectmen strongly urges favorable action on this Article.

STM ARTICLE 9

ACCEPTANCE OF LEGISLATION/ LOCAL SPEED SAFETY ZONES

To see if the Town will vote to accept provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Section 194, regarding allowing the Town to establish designated safety zones with 20 miles per hour speed limits without requiring further authority from the Commonwealth; or take any action related thereto.

(Inserted at the request of the Town Manager)

Article 9 serves as a companion option to the local speed limit option contemplated by Article 8, allowing the Town to set an even lower speed limit – twenty (20) miles per hour in designated, posted safety zones, wherever the interests of public safety require same such as areas immediately around schools or consistently presenting heavy pedestrian traffic. As with the provisions of Article 8, adoption of this option does not automatically change the speed limit in such areas. Like its companion option, it affords the Board the ability to change the speed

limit without further authority from the Commonwealth with the modest additional requirement of establishing a clear “public safety” need to justify the zone.

VOTED: That the Town does hereby adopt provisions of Chapter 218 of the Acts of 2016 (“An Act Modernizing Municipal Finance and Government”), Section 194, elsewhere to be codified as Section 18B of M.G.L. Ch. 90, regarding the option to establish 20 mile per hour safety zones as appropriate in the Town of Arlington, including any subsequent amendments or modifications thereto, such adoption shall be effective upon acceptance.

DRAFT COMMENT: As set forth in Article 8, the process for modifying the present posted speed limits in and on Arlington roadways currently requires state studies and approvals. By adopting this provision of the Modernization Act, this Board could reduce speed limits in areas which present public safety concerns as low as twenty (20) miles per hour without engaging in such a lengthy, difficult, and sometimes uncertain process with the State.

As noted previously, this Board does not anticipate instituting any safety zones without appropriate opportunity for public engagement and recommendations from necessary Town and School officials, especially our Transportation Advisory Committee and Police Department. However, as with the general speed limit option, adopting this section of the Modernization Act will permit us to more efficiently assess and respond to public safety concerns about the speed of traffic in especially active areas of Arlington such as our schools and other areas of congregation. Therefore, the Selectmen strongly urge Town Meeting’s positive action under this Article.



**Town of Arlington
Legal Department**

Douglas W. Heim
Town Counsel

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Website: www.arlingtonma.gov

To: Board of Selectmen

Cc: Adam Chapdelaine, Town Manager
John Leone, Town Moderator

From: Douglas W. Heim, Town Counsel 

Date: September 26, 2016

Re: Special Town Meeting Warrant Articles # 11

I write in supplement my previous memo on the October 2016 Special Town Meeting warrant articles to provide the Board some further information on Article 11, which may be a matter which the Board wishes to discuss. As a zoning proposal, the Board of Selectmen is not required to take a vote or any other action on this Article. However, you may, as the Board has from time to time, express an opinion of support or opposition of the article in advance of the ARB's hearing on October 17, 2016.

**ARTICLE 11 ZONING BYLAW AMENDMENT/MEDICAL MARIJUANA
TREATMENT CENTERS, REGISTERED MARIJUANA
DISPENSARIES SITING 500 FEET FROM SCHOOLS,
AND NOT WITHIN THE SAME BUILDING AS
EARLY EDUCATION PROGRAMS**

To see if the Town will vote to amend the Zoning Bylaws to institute a buffer zone as a criteria for obtaining a special permit for Medical Marijuana Treatment Centers (Registered Marijuana Dispensaries) as defined in Chapter 369 of the Acts of 2012, namely being a 500 foot buffer from Medical Marijuana Treatment Centers to elementary schools, middle schools, or high schools that are under the supervision of the Massachusetts Department of Elementary and Secondary Education, as well as a prohibition on Medical Marijuana Treatment Centers from locating within the same building or structure as an early education child care program licensed by the Massachusetts Department of Early Education and Care, as well as create a buffer of 1,000 feet between any Medical Marijuana Treatment Centers; or take any action related thereto. Any buffer under this section will be measured by way of direct pedestrian access from the closest point of the building containing the Medical Marijuana Treatment Center to the closest point of the building of the school or other Medical Marijuana Treatment Center.

(Inserted at the request of Valerio Romano and 100 Registered Voters)

As the Board will recall, the Town was advised by State authorities that Arlington could not maintain an indefinite moratorium on zoning for medical marijuana facilities, known as "Medical Marijuana Treatment Centers" or "Registered Marijuana Dispensaries" ("RMD") in Department of Public Health ("DPH") regulations. Accordingly, 2014 Town Meeting approved a zoning bylaw amendment to allow Medical Marijuana Treatment Centers ("MMTC") in B3 and B5 districts by special permit subject to environmental design review and Board of Health permitting.

Throughout the discussion of the MMTC zoning article in the 2014 Town Meeting cycle, I and other Town officials relied upon clear information from DPH which provided that unless the Town created more specific siting requirements (such as setbacks, or other very specific restrictions on the proximity of an RMD to schools and other relevant institutions), a default "buffer zone" of 500 feet would exist restricting RMDs from being too close to schools, daycares, and certain other facilities. This reliance was supported by DPH documents, including DPH's 2013 Guidance for Municipalities Regarding the Medical Use of Marijuana and updates

to same, including an August 2015 update which stated, “Municipalities may set their own buffer zone, but if they do not, the default buffer zone will be the 500 foot distance described in 105 CMR 725.110(a)(14).” I pause to further note that as recently as August 6, 2016, a decision and order from the Middlesex Land Court interpreted DPH regulations and guidance to the same conclusions.

Hence, when the Massachusetts Patient Foundation (“MPF”) initiated the long and complex process of applying to open an RMD in Arlington at the Board of Selectmen’s October 19, 2015 Meeting, MPF and Town personnel believed that a buffer zone existed in Arlington and that the location of the proposed dispensary, 11 Water Street, was viable within such a buffer zone. This remained the view of the applicant and the Town at the Board’s subsequent meetings in February and March of 2016, wherein the Selectmen voted to support non-opposition of the RMD, as well as a Community Benefit Agreement should MPF obtain all necessary licenses and permits.

However, as the Board knows, DPH later provided contradictory advice on specific questions about the RMD location in Arlington under the State’s default buffer zone. Moreover, and more importantly, DPH revised its Guidance last month (August 2016) in a manner that suggests that the mere fact of zoning for an RMD, may void the State’s default buffer zone even as the ARB was in the process of evaluating an application for MPF’s special permit. These mutually exclusive, dramatic changes of position by DPH thus leave the ARB and other Town officials, as well as the MPF, in a state of unacceptable uncertainty with respect to the rules governing the review of MPF’s application.

Article 11 represents an effort by residents of Arlington and MPF representatives to eliminate such ambiguity by creating a specific buffer zone in Arlington by operation of Town Zoning Bylaw, rather than a default buffer zone which is subject to the DPH’s shifting interpretations of its own regulations. The proposal is legally viable and very similar to Brookline’s in its chief features. Its primary departures from the State’s default buffer zone are that “schools” are more explicitly defined, and the somewhat vague ambiguous category of facilities “where children commonly congregate” has been eliminated. I expect proponents of the Article to present their rationale for specific features further, but at a minimum, it must be recognized that the proposed zoning bylaw would provide a clear standard for which to evaluate the siting of RMDs and MMTCs.

OFFICE OF THE BOARD OF SELECTMEN

DIANE M. MAHON, CHAIR
DANIEL J. DUNN, VICE CHAIR
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON
MASSACHUSETTS 02476-4908

September 14, 2016

Dear Registered Voter:

The Board of Selectmen will meet on Monday, September 26 , 2016 at 7:15 p.m.,
Selectmen's Chambers, 2nd Floor, Town Hall, to discuss the Warrant Article petition that you
signed.

Article	Zoning Bylaw Amendment/Medical Marijuana Treatment Centers, Registered Marijuana Dispensaries Siting 500 Feet from Schools, and not within the same Building as Early Education Programs
---------	--

Please feel free to contact Mary Ann or Fran in my office at the above number to confirm or
if you require any further information.

Thank you.

Very truly yours,
BOARD OF SELECTMEN

A handwritten signature in cursive script that reads "Marie A. Krepelka".

Marie A. Krepelka
Board Administrator

MAK:fr

ARTICLE 11

**ZONING BYLAW AMENDMENT/MEDICAL MARIJUANA
TREATMENT CENTERS, REGISTERED MARIJUANA
DISPENSARIES SITING 500 FEET FROM SCHOOLS,
AND NOT WITHIN THE SAME BUILDING AS
EARLY EDUCATION PROGRAMS**

To see if the Town will vote to amend the Zoning Bylaws to institute a buffer zone as a criteria for obtaining a special permit for Medical Marijuana Treatment Centers (Registered Marijuana Dispensaries) as defined in Chapter 369 of the Acts of 2012, namely being a 500 foot buffer from Medical Marijuana Treatment Centers to elementary schools, middle schools, or high schools that are under the supervision of the Massachusetts Department of Elementary and Secondary Education, as well as a prohibition on Medical Marijuana Treatment Centers from locating within the same building or structure as an early education child care program licensed by the Massachusetts Department of Early Education and Care, as well as create a buffer of 1,000 feet between any Medical Marijuana Treatment Centers; or take any action related thereto. Any buffer under this section will be measured by way of direct pedestrian access from the closest point of the building containing the Medical Marijuana Treatment Center to the closest point of the building of the school or other Medical Marijuana Treatment Center.

(Inserted at the request of Valerio Romano and 100 Registered Voters)

Medical Marijuana

Stephen Crawford
23 Sutherland Road
Arlington, MA 02476

Erin Copland
84 Lake Street
Arlington, MA 02474

Deborah Fitzgerald
11 Westminster Avenue
Arlington, MA 02474

Edda Shaffer
29 Fairview Avenue
Arlington, MA 02474

Sarah Stockwell
19 Wyman Street
Arlington, MA 02474

D. Heidi Hample
119 Pleasant Street #6
Arlington, MA 02476

Sean Morgan
253 Pleasant Street
Arlington, MA 02476

Eileen Keanneally
1 Sutherland Terrance
Arlington, MA 02476

Suzanne Goodwin
1 Sutherland Terrace
Arlington, MA 02476

James Collins
33 Sutherland Road
Arlington, MA 02476

Valerio Romano
109 State Street, Suite 404
Boston, MA 02109



Town of Arlington, Massachusetts

Request for Parking Time-Limit Change on Broadway and Concern re Installation of Parking Meters

Summary:

Emily Hammond, 284 Broadway, Owner, Ready, Set, Kids!

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Hammond_CR.docx	E-Mail from E. Hammond

From: Emily Hammond <ehammond@yakacademy.com>
To: "mkrepelka@town.arlington.ma.us" <mkrepelka@town.arlington.ma.us>
Date: Fri, 9 Sep 2016 00:47:54 +0000
Subject: parking limits on Broadway

Dear Marie,

I am writing about a request for a parking time-limit change. Please share with the parking committee as you see fit, or let me know who I can share this request with.

I am the owner of Ready, Set, Kids!, the family enrichment center that opened two years ago in the old Isis Parenting space on Broadway and Franklin. The street parking on our block on Broadway is limited to One-Hour Parking for two blocks near our business. Our programs are classes for kids and families. We offer baby classes through teenage classes, and most of the time, families drive to Broadway and park on the street. But many of the families have complained that it is just 1-hour parking and if they have to carry a baby carrier or carseat, or walk with their kids from the lots in Arlington Center, it can be challenging to keep it within the time limit. We would love to see this area on Broadway from Franklin to Webster turned into 2-Hour parking. Please let us know how we could petition for that change.

Furthermore, I noticed some markings on the road for parking spaces on Broadway, and the parking enforcement officer I asked about it said that the town is going to paint official spots, and maybe even install meters. I realize that could be part of a bigger budget and parking plan, but as a business owner in the Center who is already worried about business based on the vacancies in Arlington Center, adding meters would be severely detrimental to our business. We love the Arlington community but are worried that if meters are put in and the parking is still limited to one-hour, we may not be able to stay in Arlington center.

Best,
Emily

Emily Hammond
Yak Academy at Ready, Set, Kids!
284 Broadway, Arlington MA 02474
(781) 479-2547
www.yakacademy.com



Town of Arlington, Massachusetts

Reverse Signage Change on Lake Street Side Streets

Summary:

Susan Brogan, 170 Lake Street

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Brogan_CR.docx	E-mails from S. Brogan

-----Original Message-----

From: Erica Brogan <erica.n.brogan@gmail.com>

To: mkrepelka@town.arlington.ma.us

Date: Fri, 16 Sep 2016 09:14:09 -0400

Subject: Re: Signage change on Lake St side streets

Hello again,

I'd also like to add the lack of lighting from Alewife to Margaret St which only increases my anxiety for my daughters safety.

Thank you,
Susan

On Fri, Sep 16, 2016 at 9:04 AM, Erica Brogan <erica.n.brogan@gmail.com> wrote:
September 16, 2016

Dear Board of Selectmen,

I have been a resident of Lake St. in Arlington for the past 14 years. My daughters have since graduated from Arlington High School and are working or attending college in the Boston area. They both utilize the red line commuting. I typically have taken a left from my driveway onto Lake St, then another left onto Mott St., then a left onto Mary, then a right onto Margaret St. so they I can meet them at Thorndike Field. I pick both my daughters up at Thorndike regularly as I, as well as themselves, are concerned about their safety especially walking under the bridge where there are numerous homeless individuals.

Yesterday when I came home, there were new signs posted on all the side streets "do not enter" between 4 and 7. I understand my neighbors behind me are frustrated with the cut through traffic but the change in signs has now placed a significant inconvenience on my family. I either now have to wait the 20 minutes (my house to Margaret St) it would take to go directly to Thorndike Field twice (total of 40 minutes per night) as one daughter is in college arrives at 5 and my other daughter who works arrives at 6 or I wait at home and worry about their safety. I am especially concerned as the time change will be taking place soon and it will not only be dark but less people in the Thorndike Park area as the night field games will be ending.

I would have appreciated the opportunity to receive a notice of the sign change and provide my feedback prior to the 6 month interim signs being posted. Also, I would be more than happy to gather all my neighbors' signatures to support my letter if receiving more feedback will help in reversing the decision. I am not sure of the process or how many residents complained to have the signs changed but I would expect there are just as many who would have disputed the change.

I recognize this is a complicated issue and there are many factors to consider, however I hope the community that I have lived in for the last 14 years takes in account my situation and hardship.

I appreciate your time in reading my feedback and hope there can be a solution that will accommodate my concerns. I'd be happy to discuss further or in more detail if needed.

Regards,
Susan Brogan
170 Lake St



Town of Arlington, Massachusetts

Request: Memorial Plaque for Howard Sessler

Summary:

Jack Johnston, 28 Wachusett Avenue

ATTACHMENTS:

Type	File Name	Description
▢ Reference Material	Ref_Mat_9.26.16_H.Sessler.pdf	J.Johnston request and Arlington's Doolittle Raiders report

28 Wachusett Avenue
Arlington, MA 02476-5814

September 20, 2016

Stephen M. Byrne, Chair, Town Selectmen
Arlington Town Hall
730 Massachusetts Avenue
Arlington, MA 02476

Dear Mr. Byrne:

The enclosed story is a bit dated, but I wanted the Board to read a copy to understand my proposal.

Briefly, the historically famous Doolittle Raid on mainland Japan in April 1942 has been described by military historians as the greatest morale builder to our allies and to America during World War II. It has been described as heroic by any measure and was extremely dangerous for the 80 airmen. Several of them did not survive the mission.

As you know, two of the eighty Doolittle Raiders came from Arlington. They were Eugene McGurl and Howard Sessler. They were close pals who together attended the Cutter School, the Junior High West, and were athletic teammates and graduates of Arlington High School. They also graduated from Northeastern University and then enlisted in the U.S. Army Air Corps. Lifelong friends indeed!

Eugene McGurl lost his life shortly after the Doolittle Raid. He has been honored with a loving memorial at the intersection of Brattle and Summer Streets. Howard Sessler survived WWII as one of the most decorated members in the annals of the Army Air Corps. Following his discharge from the military he lived to a ripe old age in California with a career in flood control engineering. He has never been memorialized for his role in the Doolittle Raid either in Arlington or elsewhere.

My proposal is that Howard Sessler should be similarly recognized and honored by the Town at the same site beside Eugene McGurl. There appears to be more than sufficient space for an additional bronze plaque. This would complete the remarkable story of these two Arlington heroes for all future generations.

At age 83 I will help in anyway that I can. Please feel free to call upon me.

Yours truly,


Jack Johnston

HEADQUARTERS
Air Corps Advanced Flying School,
Maxwell Field, Montgomery, Alabama,

April 24, 1941.

SPECIAL ORDERS)

original training orders

✓ NO. - 110)

1. Pursuant to instructions contained in Telegram, Jackson, Miss., to Commanding Officer, Air Corps Advanced Flying School, Maxwell Field, Alabama, April 21, 1941, the following named enlisted men will proceed without delay, by Government motor transportation, from Maxwell Field, Alabama, to Jackson, Miss., for the purpose of transporting publications to that station. Upon completion of this duty they will return, by Government motor transportation, to their proper station, Maxwell Field, Alabama:

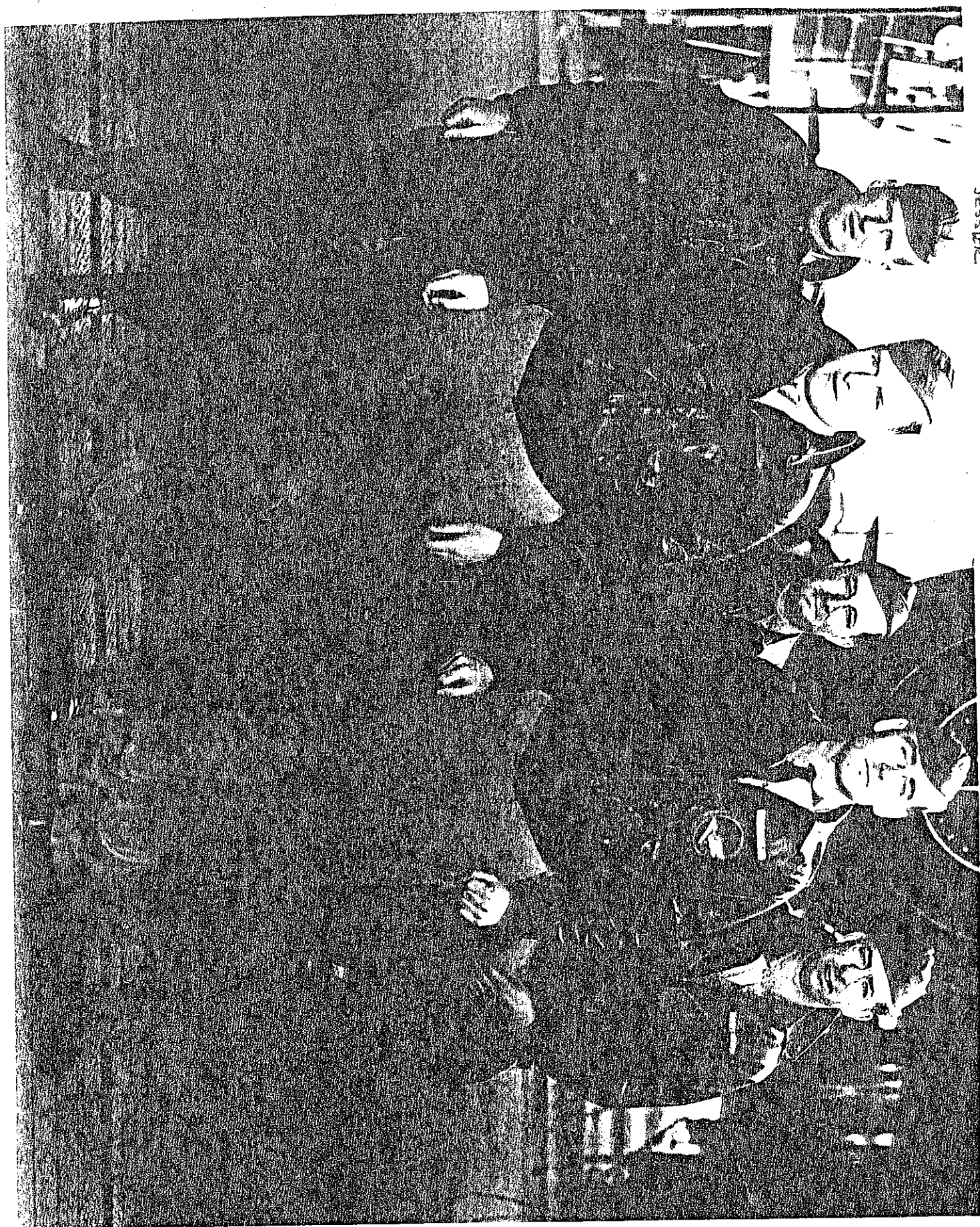
Private Howard C. Braithwaite, 13022906, Hq & Hq Sq. 36th Air Base Group.
Private Arthur R. Segler, 14001316, Company B, 92nd Quartermaster Bn.

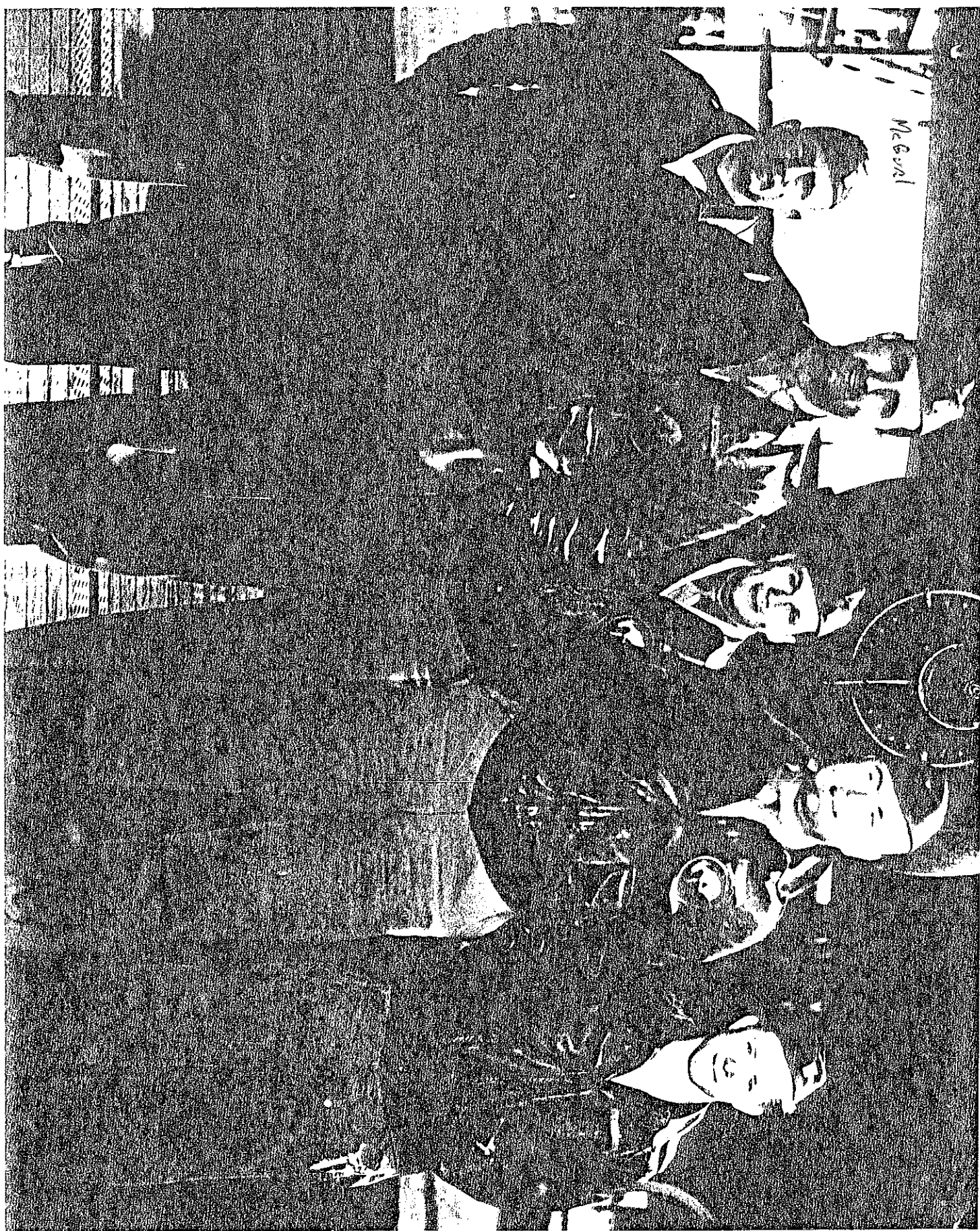
Organizations to which the above named enlisted men are assigned will furnish cooked lunches for the journey.

2. Pursuant to instructions contained in Letter, War Department, Office of the Chief of the Air Corps, Subject: "Request for orders, dated April 19, 1941, and 1st Ind., Hq., SE Air Corps Training Center, Maxwell Field, Ala., (352.16), April 21, 1941, the following named Flying Cadets will proceed at the proper time from Maxwell Field, Alabama, to Coral Gables, Florida, so as to report not earlier than May 1, 1941, and not later than May 3, 1941, to the Commanding Officer, Air Corps Training Detachment, for assignment to a course of instruction in Aerial Navigation, class scheduled to commence May 3, 1941:

Anderson Harold F. 11024405,	— Erie, Leonard J. 17018948;
Ard, Roswell W. 19036080,	Fisher, James B. 16028688,
— Ballweg, Lawrence H. 12025896,	Flemming, Edward L. 11018835,
Barr, George, 16021826,	Geror, Donald L. 17017092,
Beckner, John L. 17009257,	Geyman, Robert S. 16013175,
Benham, Edward D. 16013180,	Hampy, Herbert W. 19044106,
Berger, Harry C. 16003629,	Hodson, Robert L. 17003975,
Bodaen, George G. 19038959,	Holley, Walter B. 14025193,
— Bones, James C. 18004520,	Homer, Walter W. 19051081,
Bondurant, Wiley M. 18004561,	Howard, Ralph, 18004590,
— Booker, Brooks W. Jr., 18004680,	Huffman, Raymond W. 14034123,
— Bower, John E. 15017456,	Hutton, John N. 17019379,
Brannan, Richard P. 15016075,	Jesse, Walter V. 18048015,
— Brecht, Leo, 17006129,	Johnson, Walter A. 20839671,
Burgess, Eugene R. 12025927,	Kasper, John E. 16013158,
Carrithers, William M. 18000659,	Lauterbach, Butler H. 19049356,
Clapp, William C. 19051168,	Lawlis, Merritt E. 18043537,
Connolly, Lawrence D. 15056055,	Locknane, Harry G. 15057928,
— Cooper, Clyde M. 14037752,	Lowry, Wade H. 6947172,
Crosier, Robert D. 20948964,	Lucas, Charles H. 11011743,
— Crozier, John Paul, 15016003,	McClure, Charles L. 17015354,
— Curry, William F. 36076448,	✓ McGurl, Eugene F. 11024710,
— Deeken, Joseph W. 15065147,	McNeely, Robert T. 14037175,
Drake, Cedric P. 18016784,	Mellinger, Robert T. 12011667,
Eminger, Leo M. 18016780,	Meyer, Richard D. 16003625,
Erickson, Carl E. 17018225,	Minshaw, Davis, 38028101,
Moore, William J. 19052312,	Schmidt, Herbert W. 19044112,
Morris, William F. B., 18001246,	Schwartz, Henry II, 14034127,
Mortensen, Donald L. 17011595,	Sedwick, Robert H. 18038200,
Moy, Harry Lee, 18004570,	✓ Sessler, Howard A. 11024403,
Nast, Stanley E. 18004592,	Skinner, George B. 16022021,

Seaside





J. H. DOOLITTLE
MUTUAL OF OMAHA INSURANCE CO.
1015 CASS ST. - SUITE 3
MONTEREY, CALIF. 93940

[408] 373-3292

19 April 1982

Dr. John A. Johnston
15 Pine Ridge Road
Arlington, Massachusetts 02174

Dear Dr. Johnston:

I want to thank you for your kind letter of the fifteenth and copy of The Arlington Advocate with your excellent article on Howard Sessler and Eugene McGurl. It is a fine account of these two outstanding men and of the mission itself.

I am delighted to learn that they are to be honored on Patriot's Day. Please extend my kindest regards to the McGurl family.

Every good wish to you and yours.

Very sincerely,


J. H. Doolittle

Arlington's Doolittle Raiders

By: Jack Johnston

28 Wachusett Ave.

Arlington, Massachusetts 02174

Copyright 1982

Jack Johnston

Arlington's Doolittle Raiders

Out of the turmoil of World War II the epic actions of two young Arlington, Massachusetts, aviators and their comrades became known around the world. In this account, the writer describes the lives of these two men, their part in the "Doolittle Raid" on Tokyo, Japan, and learns of experiences firsthand that were never recorded.

* * * * *

For those Americans who recall the years of the Second World War, the phrase "Doolittle Raid" evokes a distant feeling about the meaning of valor and courage. This mission was an act of war so daring that it gave an anxious America a taste of victory, and it was powerful enough to give the confident Japanese a whiff of defeat. Admiral William Halsey later characterized this single air action as "one of the most courageous deeds in military history."

Eugene McGurl and Howard Sessler were two 24-year-olds from Arlington who flew in the legendary "Doolittle Raid" on Tokyo. That moment remains unique in our military history.

Arlington's Doolittle Raiders

The drama began shortly after noon on April 18, 1942, only five months after the Japanese attack on Pearl Harbor. As a practice air raid drill was taking place in Tokyo, sixteen American B-25 bombers began their attack. For the next two hours single B-25's roared in over the Japanese coast at treetop level. At Tokyo, Yokohama, Kobe, Osaka, and Nagoya, the planes climbed to bombing altitudes and dropped their 500-pound demolition and incendiary bombs on numerous military and industrial targets. Following "bombs away," the aircraft dropped down to heights of about fifty feet in what was later described by one airman as a "get-the-hell-out maneuver", and then assumed their solo escape routes toward China.

The raid, which was commanded by Lieutenant Colonel James Doolittle, was a complete and total shock to Japanese military leaders who at that time considered their position invulnerable and had assured the Japanese public that such an attack was impossible. It caused considerable panic throughout Japan and left the entire world wondering where the land-based bombers had come from. President Roosevelt jokingly said the answer was "Shangri-La," a reference to James Hilton's novel, LOST HORIZON.

The essential facts were these: The United States Navy's newest aircraft carrier, Hornet, along with a heavy naval escort, delivered the B-25's to within seven hundred miles of Tokyo. The launch date was originally set for April the nineteenth; however, early on the morning of the eighteenth, radar on the carrier Enterprise picked up two Japanese naval vessels at a distance of 21,000 yards. Even though these Japanese destroyers were promptly sunk, the concern then became whether a successful warning had been radioed to Japan. As a result, the bomber attack from the Hornet was launched a day sooner and about two hundred miles

farther out. This single change in plan made the likelihood of survival for the eighty airmen extremely remote.

In a recent interview Howard Sessler, now residing in California, recalled that Doolittle told his sixteen crews of this unexpected risk, and, as he had offered throughout the previous weeks of secret training right up to the time of departure, "If you want to drop out, O.K. I understand." Not a single man of the eighty crew members had a change of mind. "We were all prepared to give our lives. Our country had just been attacked, and it was simply a thing one had to do," said Sessler.

The details and results of this famous mission are well-documented in a number of books, but little has been told about the two Arlington men that would account for their being together as actual participants in the first offensive air strike against the Japanese home island.

Sessler's and McGurl's beginnings in the town of Arlington were typically American and similar to most boyhood pals who grow up together in what was then a small closely-knit community. Eugene McGurl was the oldest of seven boys and one girl raised by their parents on Grove Street Place. Only a few blocks away on Fountain Road was Howard Sessler's home, where he grew up with his parents and older brother, Bob. McGurl and Sessler both attended the Cutter Elementary School, the Junior High School West, and graduated from Arlington High School, McGurl in 1934 and Sessler in 1935. Both had the usual teen-age kinds of jobs during the school year and summer vacations: McGurl worked part-time as a stock boy at the center First National Store, and Sessler caddied at the Arlmont Country Club and also clerked at Lou and Sam Doctoroff's Pharmacy. Sessler interestingly recalled that giant ice cream sodas were sold by Doctoroff's to Cutter School students on the opening day of school for the grand sum of five cents!

Team sports were a big attraction for both boys throughout their school years. At Arlington High they played football, baseball, and established lasting reputations as "reckless, hard-nosed" hockey players on several winter frozen ponds in Arlington and neighboring communities. Hockey was far and away their favorite sport.

Charles Lucas, from Providence, Rhode Island, is a former World War II navigator who trained back in early 1941 in the same navigation class at Coral Gables, Florida, with McGurl and Sessler. He recalled that on one particularly hot Florida summer day while the rest of the class of Flying Cadets were enjoying a day off from torrid classrooms at a nearby beach, McGurl and Sessler were ice skating at a fancy local hotel that had an indoor ice rink. "The rest of the guys thought those two were daffy, but I remember they were always talking about hockey. You could tell they were from a small town. They had the special likeable quality about them. You could tell."

After graduation from Arlington High School, the two became commuter students at Northeastern University in Boston. Four years later they enlisted in the Army Air Corps as Flying Cadets and on May 3, 1941, were assigned to navigation training school. Upon completion of this program they were commissioned as second lieutenants just a few weeks prior to the Japanese attack on Pearl Harbor, December 7, 1941.

During their first duty assignment in Pendleton, Oregon, they were able to continue their friendship and even shared the same barracks. Following a transfer to Columbia Air Base, Columbia, South Carolina, in early January 1942, Sessler and McGurl learned of Jimmy Doolittle's appeal, "I'm looking for people who want to go on a dangerous mission." The decision to volunteer for this mission would eventually be the final chapter in their lives together.

The impetus of this "dangerous mission" which turned out to be the Tokyo raid came directly from President Franklin D. Roosevelt. He was vitally interested in striking back at Japan at the earliest possible moment, and for good reason. Pearl Harbor, Bataan, Manila, and Luzon were early, painful defeats at the hands of the Japanese, and our nation's morale had reached a low ebb. Our allies suffered equally devastating losses to the Japanese at Java, Singapore, Sumatra, and the Netherlands East Indies, and it seemed as if the Emperor's forces were invincible.

The novel idea of using medium sized, land based bombers to bomb Tokyo from an aircraft carrier was conceived by Navy Captain Frances S. Lowe. His inspiration came one morning as he observed pilots practising bombing runs on simulated Japanese aircraft carriers which were painted on a Florida airstrip.

Once the complicated technical issues about piloting a B-25 bomber from the deck of an aircraft carrier were proved possible and practicable, the combined Chiefs of Staff in Washington handed Jimmy Doolittle the assignment of rapidly putting the entire air operation together.

"The selection of Doolittle to lead this nearly suicidal mission was a natural one," said Army General Henry H. "Hap" Arnold in his memoirs, Global Mission. "He was fearless, technically brilliant, and a leader who could not only be counted upon to do a job himself if it were humanly possible, but could impart that spirit to others." Doolittle hand-picked every member of his staff and each of the sixteen operational and six backup crews. Because this special mission had presidential approval and the highest combined Army and Navy authority behind it, Doolittle was able to ramrod whatever materiel and supports he required to get things in motion rapidly.

Sessler vividly recalls his first meeting with Doolittle at Eglin Field, Florida, where the choice crews had been sent for intensive training. He and two other fliers encountered Doolittle while walking in front of an airplane hanger; they saluted in the prescribed military manner and were promptly told by Doolittle to "forget it." No more salutes were necessary among this group, according to Sessler. With open admiration he described Doolittle as being "very informal and relaxed with his men, never like a Patton, but a man who could be all business and a person we all respected. He could not only get a job done well, but he saw good in just about everyone who worked with him." Sessler remembered that actual training at Eglin Field began in earnest around March 3, 1942. Absolute secrecy was the byword. What they saw and did was not to be discussed with wives, family, or even among themselves.

The training schedule ran from ten to fourteen hours every day. Pilots and crews practiced, over and over, getting B-25's airborne within an incredibly short 750-foot run.. All of the B-25's had to be modified to carry extra fuel; Norden bombsights which were of little use at low altitudes were replaced with 20-cent "Mark Twain" aiming sticks which were then used in practice bomb runs. Considerable time was spent on day and night navigation, on gunnery, and on formation flying. Finally, after the third week of training, Doolittle received the order from Washington to fly his group westward to McClellan Field near Sacramento, California, for a final service and inspection of the aircraft. Following this the planes were flown a short distance to Alameda Naval Air Station where sixteen B-25's were hoisted by crane onto the deck of the carrier, Hornet. It was not until the Naval Task Group was underway from

San Francisco Harbor on April 2, 1942, that naval personnel and the men actually flying the mission learned that their destination was Japan.

Throughout the sea voyage, Sessler recalled that the air crews were shown aerial photographs and maps of their target areas and received continual briefings almost up to the day of take-off on April the eighteenth.

Among this group of eighty resolute airmen, Eugene McGurl served as Navigator on Crew Number 5. Army Air Corps records indicate that Tokyo was their target city. The results of Crew Number 5's attack included the destruction of oil storage tanks, a power station, and one industrial plant. Following the attack, McGurl's aircraft successfully avoided intense antiaircraft fire and proceeded south around the tip of Japan and then west toward China. They flew devoid of ground navigational aids, in absolute darkness and rain over the coast of China. Because of these hazardous conditions, chances of a safe landing at Chuchow, their destination, were slim. Thus, the crew decided to abandon their aircraft and parachuted out from an altitude of 5,000 feet. Miraculously, they landed without injury among friendly Chinese who fed, sheltered, and hid the crew from searching Japanese until they could be flown out by an American transport from Chunking to an American base.

Howard Sessler served as Navigator-Bombardier on Crew Number 15 which had a target city of Kobe. In the recent interview for this article, he recalled seeing a number of small fishing boats off the Japanese coast "which we ignored.... We turned into Nagoya Bay about 2 p.m. at an altitude of one hundred feet and actually flew beneath a Japanese

air liner that had apparently just taken off. Soon we flew directly over a jam-packed baseball stadium from right field to left field with a baseball game in progress, and no one even seemed to notice us. There was no antiaircraft fire and no Japanese aircraft to intercept us. This was really amazing since Tokyo had been bombed almost two hours earlier and yet nothing had been alerted for our arrival. We then crossed over some mountains at about 3,000 feet and passed north of Osaka where we decreased our altitude to 2,000 feet for our bomb run into Kobe. The surprise was total, despite the fact we were making our attack from inland so that our heading would take us out over Osaka Bay. Our target was the Kawasaki bomber factory, a huge, sprawling series of structures which we set ablaze with 2,000 pounds of magnesium incendiary bombs. After leaving the target we immediately dove down at maximum speed almost to the water of Osaka Bay to avoid any possible antiaircraft fire and headed out to open ocean. We then flew south paralleling the Japanese coast. Later we passed through a strait north of Yakushima and headed west toward China. We encountered miserable weather off the China coast, and at 6 p.m. it had become completely dark and rainy, and our visibility was almost zero. By now we had been in the air for over nine hours and had only a rough idea of our whereabouts. We looked around a while for a safe way to come down, and the decision was made to prepare for a wheels-up water landing about one quarter mile off shore from what appeared to be a big rock island. Our pilot, Don Smith, negotiated a perfect crash landing and fortunately none of us were hurt. However, most of the medical supplies and equipment we wanted to save were lost just as we were leaving our sinking plane.

"I was wearing an inflatable 'Mae West' and swam almost an hour before reaching shore. I became separated from the others because of the darkness and noise of the waves and wind. I was simply blue with cold, and spent a long time at the base of a cliff perched on a rock shelf just above the water. The other crew members drifted into shore some distance away, and we joined up together within an hour after some wandering around.

"We spent the first two nights, the eighteenth and nineteenth, in a fisherman's hut which we spotted in the dusk. He took us in and fed us. He didn't speak English, of course, but we were able to make him understand we were against the Japanese, and that was good enough for him. To avoid Japanese patrol boats, we were rowed at night by our fisherman to the island of Nandian where a Chinese guerrilla leader had us escorted by five young soldiers from island to island. During the day of the twenty-first our crew and the five Chinese guerrilla soldiers were hidden by a Buddhist priest in a temple cave while 65 Japanese army soldiers searched for us. The Japanese beat and bloodied the priest and his family, but we were never betrayed. On the night of the twenty-first, our Chinese escort again helped us avoid capture by slipping us past two Japanese gunboats which were waiting for us at the entrance to Haihu Bay. Soon after this, Doc White, who was our gunner and the only physician on the raid, learned from Chinese soldiers of serious injuries to Captain Ted Lawson and his crew and left us to administer what medical attention he could to them. By now we had been brought to an Englishman who was working with the Chinese, and on the morning of the twenty-third we went with him and a military escort to Linhai. From there we were led through a number of small towns and villages until we took off from Hengyang on May fourteenth

in an Army transport and landed in Chunking. By this time the Chinese had received news of our attack against the Japanese mainland, and we were treated like visiting royalty."

Forty years later Sessler is still truly astonished and grateful for one largely unnoted aspect of the mission. "If you look at any weather map or meteorological record covering Japan and China, the prevailing winds are almost always from west to east, in other words, from China towards Japan. Maybe one day a year the wind direction is reversed. Would you believe the day of our raid was that one day, and the wind was with us? Instead of struggling against it and running out of fuel, we had about about a twenty-mile-per-hour tailwind. This meant the difference between every crew drowning or being captured, or making it to China. Amazing!"

Howard Sessler attained the rank of Major. He remained in the China-Burma-India Theater after the Tokyo Raid until July 1942. He then served in Africa, the Mediterranean and European Theaters in combat, and flew a total of 104 bombing missions, among the highest number in Air Force annals. Sessler was relieved from active duty on November 1945. His decorations include the Distinguished Flying Cross; the Air Medal with 30 Oak Leaf Clusters; and the Chinese Army, Navy, and Air Corps Medal, Class A, First Grade. Following his discharge from the military, Sessler studied for a Bachelor of Engineering (civil) Degree conferred at the University of Southern California in 1950. He is now president of H. A. Sessler, Inc., a thirty-year-old California engineering firm, specializing in flood control. Sessler has one married daughter and is the proud grandfather to her three sons. He and his wife, Anna Belle, enjoy living on

their 176-acre farm in Moore Park, California, which he describes as being "just like Old MacDonald's Farm with cats, cows, pigs, and even peacocks."

Sessler has many vivid and fond memories of Arlington despite the fact he has only been back once since the end of the war. He readily mentioned names such as the late Fred Ostegren, Arlington High School football coach; Horace Hill, a neighbor still living on Fountain Road near Sessler's former home; AHS classmates Fred Keough (a WW II Sea Bee), Stu Bennett and Wally Flynn (WW II fighter pilots); Harold Anderson (a WW II bomber navigator); and, of course, his pal Eugene McGurl.

While his engineering firm's business requires most of his time, Sessler still finds space on his calendar for an annual reunion with General Doolittle, now 86 years old, and the remaining members of the Tokyo Raiders Association. The purpose of this three-day event is three-fold: "to renew old freiendships; to honor the memory of those raiders who have passed on; and to participate in some activity to benefit the nation, the Air Force, and the community in which they meet."

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Eugene McGurl remained in the China-Burma-India Theater after the Tokyo raid and 46 days later was killed in action on June 3, 1942, while on a bombing mission in Burma. His decorations include the Distinguished Flying Cross; the Purple Heart (posthumous); and the Chinese Army, Navy, Air Corps Medal, Class A, First Grade. His family and its younger generations still reside in Arlington.

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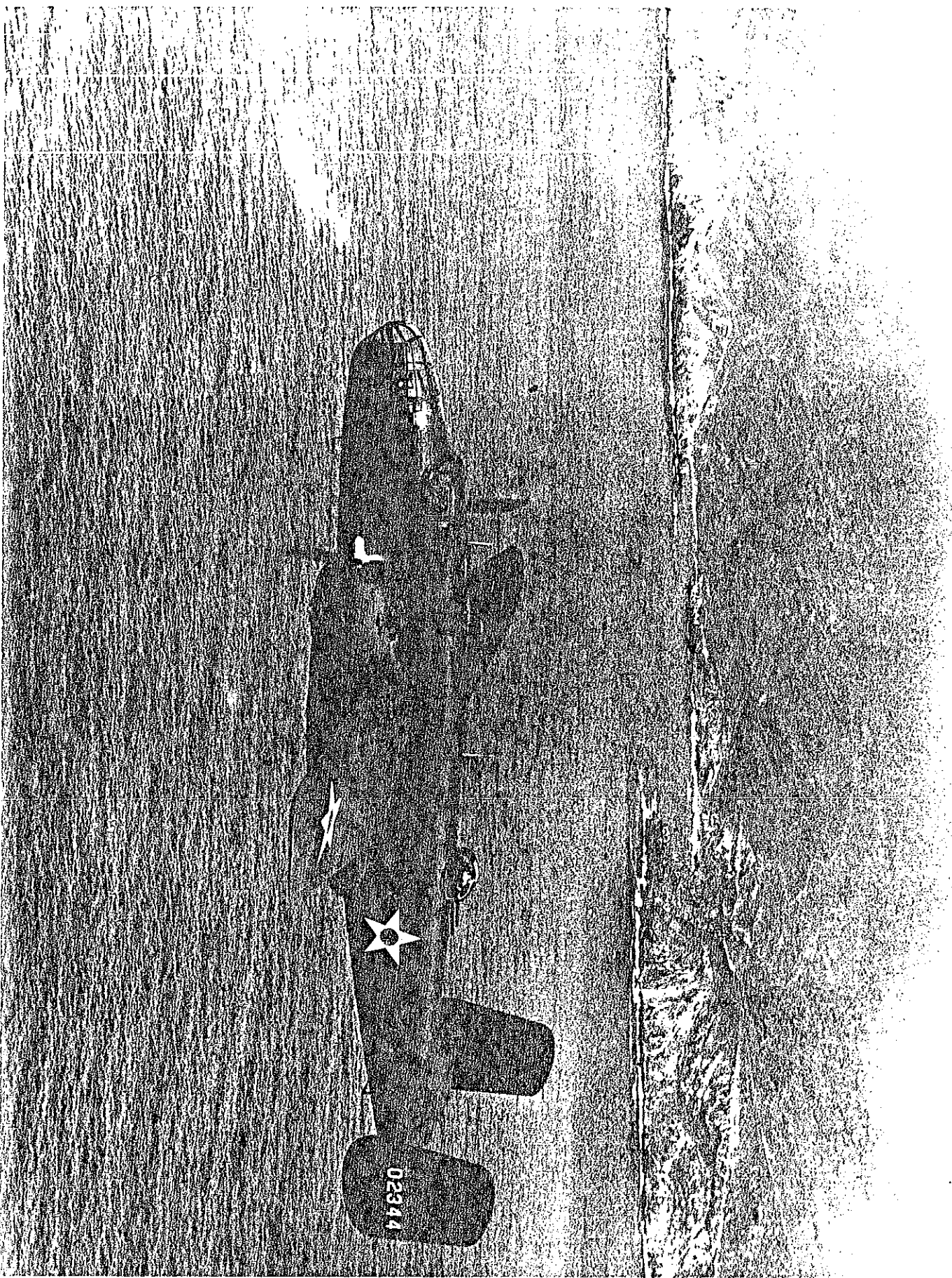
In retrospect, news bulletins of the Tokyo Raid had an electrifying effect on American and Allied morale around the world. It came at a time when our nation's forces were suffering severe setbacks and thus represented the first genuine victory of the entire war against the Axis powers.

History has also recorded that this mission was strategically decisive since it succeeded in forcing a concentration of enemy personnel and material into the defense of the Japanese homeland. It also influenced the Japanese attempt to capture Midway Island and the resulting defeat of the Japanese fleet there by the United States Navy. The Battle of Midway stemmed from the Japanese leaders' lasting belief that the Doolittle planes had taken off from Midway Island. Despite the fact the Japanese had captured and even executed some of the Doolittle Raiders, they never discovered that those sixteen intrepid B-25 crews had been launched from the deck of an aircraft carrier.

No group of airmen ever undertook a more dangerous combat mission with less chance of survival. Their valor has become a legend, the subject of numerous books, and the story of the Hollywood film, Thirty Seconds Over Tokyo. On Patriots Day 1982 the town of Arlington held a ceremony of public proclamation which memorialized forever the events of April 18, 1942, in honor of Howard A. Sessler and Eugene F. McGurl. The service was a simple but deep expression of Arlington's pride in that two of its sons were among the eighty members of that most exclusive fraternity, the Doolittle Raiders.

Arlington's Tokyo Raiders

An exact replica of the B-25 flown by Jimmy Doolittle and his men on the Tokyo Raid. The North American Aviation Company converted a later model B-25 back to the configuration used by the Raiders and presented it to them at their annual reunion in 1958. It can now be seen at the Air Force Museum located at Wright Patterson AFB near Dayton, Ohio.





Town of Arlington, Massachusetts

NEW BUSINESS



Town of Arlington, Massachusetts

EXECUTIVE SESSION



Town of Arlington, Massachusetts

Next Scheduled Meeting of BoS October 17, 2016.